



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences and Humanities and Arts
Choice Based Credit system (CBCS) in light of NEP-2020
B.A. Honors Public Administration
(Batch 2022-25)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University	Two Term Exam	Teachers	END SEM University Exam	Teachers Assessment*				
BAPUBAD501	Major	Indian Administration	60	20	20	-	-	3	0	0	3

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 Educational Objectives (CEO)s:

- (CEO 1) Get acquainted with the fundamental concepts of Indian Administrative System
- (CEO2) To learn about the structure and functions of institutions involved in Indian Administration
- (CEO3) To know about the issues involved in Indian Administrative system.
- (CEO4) To learn about All India Services and the key role they play in Indian Administrative system.
- (CEO5) To understand the functioning of regulatory mechanisms in Indian Administration

Course Educational Outcomes (CO)s:

- (CO1) To gain knowledge about the fundamental concepts of Indian Administrative system.
- (CO2) To analyze the activities of institutions involved in Indian Administrative system.
- (CO3) To gain insight into the longstanding issues on Indian Administration.
- (CO4) Analyze the practical role of All India services in Indian Administration
- (CO5) To evaluate the role of regulatory mechanisms in Indian administration.

Course Content:

UNIT I


Evolution of Indian Administration

- Kautilya's Artha Shastra
- Mughal Administration,
- Legacy of British rule and Politics in Indian Administration

UNIT II

- **Central Government:**
The Cabinet Secretariat
Prime Minister's Office


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- **State Government:**
The State Secretariat
Chief Minister's Office

UNIT III

Public Services:

- All India Services, Central Services, State Services,
- Union Public Service Commission Composition powers and functions
- State Public Service Commission- powers, and functions

UNIT IV

Local Governance:


- 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


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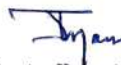
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- Avasthi & Avasthi., (2020). *Administrative Theory*, Agra: Lakshmi Narayan Agarwal Publishers.
- Avasthi & Maheswari(2020) - *Public Administration in Theory and Practice*, Agra: Lakshmi Narayan Agarwal Publishers
- Fadia, B.L,& Fadia,Kuldeep.,(2016) : *Administrative Theory*, New Delhi : Sahithya Bhavan Publications.
- Arora, K. Ramesh, (2023), *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International Publishers.
- Basu,Rumki.,(2019), *Public Administration Concepts and Theories*, New Delhi : Sterling Publishers.
- Wasnik, Jitendra.,(2020), *Public Administration in India: Aspect and Prospect* , New Delhi: Blue Rose Publishers


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			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University	Two Term Exam	Teachers	END SEM University Exam	Teachers Assessment*				
BAPUBAD502	Major	Rural and Urban Local Government	60	20	20	-	-	3	0	0	3

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

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Course Educational Objectives (CEO)s:

(CEO1) Get acquainted with the fundamental concepts of Local Government

(CEO2) Learn about the Performance of Panchayati Raj institutions as instruments of democratic decentralization...

(CEO3) To know about rural and urban local governments administration in the country

(CEO4) Have knowledge about the features of constitutional amendments relevant to Urban development in India

(CEO5) Understand the structure and functions of urban local bodies in India

Course Outcomes (CEO)s

(CO1) To analyze the fundamental concepts of local government

(CO2) To identify the powers and responsibilities of PRIs as instruments of Democratic decentralization.

(CO3) To be able to differentiate between rural and urban administrative systems

(CO4) to learn about the relevant amendments related to Urban development

(CO5) To be able to evaluate the functions of urban local bodies in India

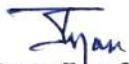
Course Content

UNIT I

- Evolution of Local self-government in India,
- Features of Rural local self-government: Rural Panchayati Raj system,
- Features of Urban local government and urban local bodies


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UNIT II.

- Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances
- Second Generation and Third Generation Panchayats: CDP- NES Programs
- GVK Rao Committee, L.M Singhvi Committee

UNIT III

- Decentralization 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

UNIT V

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


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BAPUBAD502	Major	Rural and Urban Local Government	60	20	20	-	-	3	0	0	3

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- Avasthi & Maheswari(2020) - *Public Administration in Theory and Practice*, Agra: Lakshmi Narayan Agarwal Publishers.
- Sarkar, Siuili (2010), *Public Administration in India*, New Delhi: PHI.
- S.R .Maheswari.S.R.,(1971), *Local Government in India*, New Delhi: Orient Longman.
- Maheshwari, Sriram.,(2009) *Local Government in India*, Agra: Lakshmi Narayan Agarwal Publications.


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BAPUBAD503E1	Discipline Specific Elective	Public Financial Administration	60	20	20	-	-	4	0	0	4

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

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Course Educational Objectives (CEO)s:

- (CEO 1) Get acquainted with the fundamental concepts of Public Finance
- (CEO2) To learn about the sources of revenue for Indian Administration
- (CEO3) To know about the focus on Indian Government expenditure
- (CEO4) To understand the concept of Budget and budget cycle in India
- (CEO5) Gain knowledge about fiscal federalism in India

Course Outcomes (CO)s:

- (CO1) To gain knowledge about the fundamental concepts of Indian Public financial Administration.
- (CO2) To analyze the sources of revenue system in Indian Administration
- (CO3) To gain insight into the expenditure part of Indian Administration
- (CO4) Analyze the practical role of controls on Indian Financial Administration
- (CO5) Understand the mechanisms of fiscal federalism in India

Course Content:

Unit 1 Public Finance

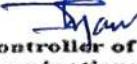
- Meaning and scope of Public Finance; subject Matter of Public Finance
- Difference Between Public and Private Finance; Scope of Financial administration in India

Unit 2 Public Revenue

- Principles of Taxation; Progressive and Proportional Taxation
- Tax collection machinery in India; latest taxation policies and issues


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BAPUBAD503E1	Discipline Specific Elective	Public Financial Administration	60	20	20	-	-	4	0	0	4

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Unit 3 Public Expenditure


- Concept of Public Expenditure; Cannons of Public Expenditure
- Trends of Public Expenditure in India


Unit 4 Budget

- Concept and meaning of Budget; Types of Budgets
- Budget process in India; Fiscal Responsibility and Budget and Budget management act and Sunset legislation

Unit 5 Fiscal Federalism

- Union- State Financial Relations
- Financial control- Legislative, Executive financial control; Finance commissions; Parliamentary committees & Comptroller and Auditor General (CAG)


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			END SEM University Exam	Two Term Exam	Teachers	END SEM University Exam	Teachers Assessment*				
BAPUBAD503E1	Discipline Specific Elective	Public Financial Administration	60	20	20	-	-	4	0	0	4

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References

- Sharma, M.K., (2008) *Financial Administration in India*, New Delhi : Anmol Publications
- Thavraj J.K. (2003), *financial Administration in India*, New Delhi: Chand& Sons Publications
- Mahajan, Sanjeev (2014), *Financial Administration in India*, New Delhi; Eastern Economy Edition
- Goel S.L.,(2002) *Public Financial Administration*, New Delhi : Deep and Deep Publications


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			END SEM University	1 st & 2 nd Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAPUBAD503E2	Discipline Specific Elective	Human Rights Administration	60	20	20	-	-	4	0	0	4

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

- CEO 1: Understand the origin, nature, and scope, need for the study of human rights.
CEO 2: Explain the civil and political rights economic relations and human rights social relations and human rights »
CEO 3: Describe the United Nations human rights commission, national, state human rights commission
CEO4: Understand UN Declaration of Human Rights (UDHR) and its implications
CEO5: Discuss the national human rights act, national commission for minorities, scheduled caste, and scheduled tribe

Course Educational Outcomes (CO)s

- CO1: Understanding the Conceptual theoretical framework of Human rights
CO2: Identify the categories of Human Rights
CO3: Analyse the present status of legal mechanism for Human rights in India
CO4: Explain the contents of United Nations Declaration of Human Rights
CO5: To evaluate the national human rights act, national commission for minorities, scheduled caste and scheduled tribe

Course Content:

Unit I:


- Origin, Nature, and Scope of Human Rights.
Importance of Human rights in life of a human being

Unit II:

- Civil and Political rights; nature and scope of Human Rights
Economic relations and Human Rights; Social relations and Human Rights


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			END SEM University	Two Terms Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAPUBAD503E2	Discipline Specific Elective	Human Rights Administration	60	20	20	-	-	4	0	0	4

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

UNHRC (United Nations Human Rights Commission) & NHRC (National Human Rights Commission) State Human Rights Commission (SHRC)

Unit IV:


UDHR; International Covenant on Civil and Political rights
 International Covenant on Economic and Social Rights


Unit V:


National Human Rights act; National Commission for SC & ST
 National Commission for Minorities and National Commission for Women

References

- Chaudhary, Jayant., (2000), *A Textbook of Human Rights*, New Delhi: Dominant Publishers,2000.
- Sinha, P.C.(2003),*India's Global Human Rights Obligations :A Status Report Part-I& II*, New Delhi: Kanishka Publications


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- Awasthi & Kataria.K.S.,(2002) *Law Relating to Protection of Human Rights*, New Delhi, Orient Publishing company
- Begum,S.Mehartaj(2000),*Human Rights in India Issues of Perspectives*, New Delhi: APH publishing Corporation
- Kausal, Rachna,(2004) *Women & Human Rights in India*, New Delhi: Daya Publishers, 2004.
- Mehta P.L. & Neenavarma,(1999), *Human Rights under Indian Constitution*, New Delhi: Deep & Deep publications
- Paul, R.C.,(2000) *Situation of Human Rights in India*, New Delhi, commonwealth publishers,
- Debarati Haldar & Shruti S. Brambhatt.,(2021),*Advancements in Human Rights in India* New Delhi:Sage publications
- Sudarshanam Gankadi,(2021) *Human Rights in India: Prospective and Retrospective*, New Delhi:Rawat Publications


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BAPUBAD503 E3	Discipline Specific Elective	Social Welfare Administration	60	20	20	-	-	4	0	0	4	

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Course Educational Objectives (CEO):

- (CEO1): Get acquainted with the fundamental concepts of social work.
- (CEO2): To Understand the techniques of social work.
- (CEO3): To learn about the various welfare organizations.
- (CEO4): To understand the working of government social welfare administration.
- (CEO5): To gain knowledge about the social welfare institutions in India

Course Outcomes:


- (CEO1): Analyze the fundamental concepts of social work.
- (CEO2): Explain the different techniques of social work administration.
- (CEO3): Identify the different welfare organizations in the country.
- (CEO4): Analyze the functions of institutions in welfare administration.
- (CEO5): Understand the role of social welfare institutions in India

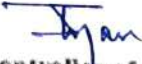
Course Content:

Unit-1

- Concept of Administration in study of Social Work,
- Scope of Social Work Administration, .
- Evolution and stages in development of Social Work Administration,.


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COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University	Two Terms Examinations	Teachers	END SEM University Exam	Teachers Assessment*				
BAPUBAD503 E3	Discipline Specific Elective	Social Welfare Administration	60	20	20	-	-	4	0	0	4

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;

Unit-II

- Concept of Social Policy,
- Methods of Social Work administration
- Administrative Application Techniques: Planning, Organizing, Staffing, Directing, Budgeting and Controlling. Authority and span of control, delegation, and decentralization.

Unit-III

- Welfare Organizations (Government and Voluntary)
- Voluntary Agencies: Meaning, Development, role of voluntary agency in social welfare,
- Fund raising, public relations & problems of voluntary agencies.

Unit IV

- Social Welfare Administration: CSWB
- Department of Social Welfare at the Centre and in the state,
- State Social Welfare Advisory Board & Commissioner for Schedules Tribes



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Choice Based Credit system (CBCS) in Light of NEP-2020
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UNIT V


- National Institute of Social Defense and its Application in Centre and State Level
- National Institute of Public Cooperation and Child Development (NIPCCD)
- State Department of SC & STs & Community Development and Rural Reconstruction activities.

Suggested Readings:

- Chandra, Sharad 2017, *Social Welfare Administration in India*: Lulu Press, US.
- Roy, S. (2016). *Social Welfare Administration: Development & Prospects*. India: Discovery Publishing House Pvt Limited.
- Goel, S. L. (2010). *Social Welfare Administration: Organizational infrastructure*. India: Deep & Deep Publications.
- Bhattacharya, S. (2006). *Social Work Administration and Development*. India: Rawat Publications.
- Bhattacharya, Sanjay (2008). *Social Work and Integrated Approach*, New Delhi: Deep and Deep publications.
- Patwardhan, Rathod (2016), *Social Work Administration*, New Delhi: Lakshmi Book Publications


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B.A. Public Administration
Semester V (2022-2025)

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			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BA506	P/I/C	Field Project	0	0	0	60	40	0	0	12	6

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

***Teacher 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:

CEO1: This paper has an objective to provide motivation for the students to choose a topic for field study.

CEO2: To enable students to manage resources, work under deadlines, identify and carry out specific goal-oriented tasks.

CEO3: To enable students to develop a project report.

Course Outcomes:

CO1: The student should be able to acquire analytical skills and capabilities to develop a project report

CO2: To develop a thought process among students to identify the existing gaps in the society.

CO3: To write a project report

Submission and marking Guidelines.

At the end of V semester, the student will submit a field project report of his study on the following guidelines:

1. The students will submit the report of the field study and a duly constituted Committee will take the decision regarding the relevance and authenticity of field project.

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BA505	P/I/C	Field Project	0	0	0	60	40	0	0	12	6

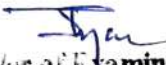
Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity, F - Practical; C - Credit.

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

2. The decision about the suitability of the Field Project will be taken after the Mid of Semester V. The student will be required to submit the final report in the spiral bound form in three copies.
3. Each student undergoing field study will be assigned a faculty member.
4. Faculty member assigned for the student will supervise the student. The student will have to provide the contact details of the field authority to the assigned faculty member.
5. Field Project will carry a maximum of 100 marks - out of which, 40 marks will be for the Internal evaluation and External will be of 60 marks A panel of external and internal examiners will jointly award both of these components of marks.
6. Report submitted by the student after successful completion of the field study will be considered for the internal evaluation.
7. For the external evaluation student will have to give a presentation and appear for the viva.
8. The Director/Head of the Institution will appoint the internal and the external examiner.


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