



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. (Major) 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 Assessment*	END SEM University Exam	Teachers Assessment*				
PUBAD101	Major/ Minor	Elements of Public 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 (CEOs): The students will be able to:

- CEO1: Understand the Nature and scope of Public Administration as a social science discipline.
- CEO2: Acquire knowledge about fundamental principles and concepts of the subject.
- CEO3: Understand the role and importance of people placed in different positions of an organization.
- CEO4: Have clear understanding about need for proper leadership and decision making systems in an organization.
- CEO5: Gain knowledge about coordination and communication channels in an organization.

Course Outcomes (COs): The students should be able to:

- CO1: Identify Public Administration as a separate discipline from other social sciences
- CO2 Describe the basic principles and concepts of Public Administration.
- CO3: Have knowledge about the role of people in different positions of the organization
- CO4: Identify the need for proper leadership and decision-making systems in an organization
- CO5: Have a clear understanding about managing and utilizing coordination and communication channels in an organization

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COURSE CONTENT:

UNIT I

- Meaning, nature, Scope, & 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 Adm with Political Science, Sociology, and Economics.

UNIT II

- Approaches to the study of Public Administration: Classical and Modern
- Formal and Informal Organization, Division of Work, Hierarchy, Unity of Command, Span of Control, Coordination, Centralization-Decentralization, Authority, and Responsibility.
- Forms of Organizations: Formal and Informal, Department; Corporation and Independent Regulatory Commission



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UNIT III

- Chief Executive; Meaning Types and Roles
- Leadership- Meaning Types and Functions
- Supervision – Meaning, Importance, Techniques; Quality of a Good Supervisor

UNIT IV

- Line and Staff Agencies\
- Delegation
- Decision Making- Meaning &Types

UNIT V

- Coordination- Meaning, Importance; Methods of Effective Coordination
- Communication- Meaning, Importance and Types
- Public Relations- Meaning and Significances



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Suggested readings:

- M. Lakshmikath (2011), "Public Administration", Tata McGraw Hill Publication; New Delhi
- Kuldeep Fadia and B.L.Fadia, " Public Administration", Sahitya Bhavan (15th Edition, 2020)
- Mohit Bhattacharya, "Restructuring Public Administration: A New Look (1997)
- Dr. VishnuBhagwan , Dr.Vidyabhushan & Dr. Vandana Mohalia, "Public Administration", revised edition of S.Chand publications. (ISBN: 9788121903400)
- Tyagi A.R (2001). Principles and Practices of Public Administration. New Delhi. Atma Ram & Sons.


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PUBAD102	MAJOR	Central Administration	60	20	20	-	-	3	0	0	3	

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Course Educational Objectives COEs : Student should be able to :

- COE1 Understand the evolution of Indian Administrative system
- COE2 Analyze the powers and functions of highest offices of authority in the country
- COE3 Know about the Role of Central Administrative system
- COE4 Gain Knowledge about role of important ministries in Indian Administration
- COE5 Identify the importance of Civil Services in Indian Administrative Structure

Course Outcomes (CO)s : Student must be able to :

- CO1 Appreciate the rich cultural heritage of Indian administration
- CO2 Explain the powers and functions Politicians holding office of highest authority
- CO3 Understand the importance of Central Administrative system
- CO4 Analyze the role of important Ministries in Indian Administrative Structure
- CO5 Describe the role of Civil Services in Indian Administrative system

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: Organization, Role and Functions
- 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:

- SR.Maheswari, "Indian Administration", Orient Blackswan Pvt Ltd (2001) (ISBN: 9788125019886)
- R K.Sapru, "Indian Administration: A Foundation of Governance ", Sage publications Pvt Ltd 2019
- BL.Fadia and Kuldeep Fadia, "Indian Administration", Sahitya Bhavan (2014)
- RumkiBasu, "Indian Administration Sturcture, Performance and Reform" Adroit Publishers (2019) ISBN-10 :8187393726
- Ramesh K.Arora and Rajini Goyal, " Indian Public Administration –Institutions and Issues", New Age International Publishers (2013)

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