

By Nabur (2024-27)
1 sem BA PUBAD

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 2024-27)

(Batch 2024-27)

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*				
BAPUBAD101	Major / Minor	Elements of Public Administration	60	20	20	-	-	3	0	0	3

Legends: L = Lecture, T = Tutorial, P = Practical, C = Credit

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 in 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 need for proper leadership & decision-making system in organizations
- CO5: Have a clear understanding about managing and utilizing coordination and communication channels in an organization

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.


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Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practicum

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;
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component shall exceed more than 10 marks.

UNIT II

- 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; Board; Corporation and Independent Regulatory Commission

UNIT III

- Chief Executive; Meaning Types and Roles; Line, Staff and Auxiliary Agencies Public Relations- Meaning and Significances
- Supervision - meaning, Importance, Techniques; Quality of a Good Supervisor


UNIT IV


- Decision Making- Meaning, Types and Functions
- Leadership- Meaning Types and Functions


UNIT V

- Coordination- Meaning, Importance and Methods of Effective Coordination
- Communication- Meaning, Importance and Types


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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.

Suggested readings:

- Fadia.B.L.&Fadia,Kuldeep.(2020), “ Public Administration”, Sahitya Bhavan (15th Edition)
- Bhattacharya,Mohit (2018) ‘Restructuring Public Administration: A New Look’,Jawahar Publishers and Distributors.
- Bhagwan,Vishnu, Bhushan,Vidya, & Mohalia,Vandana ,(2013), ‘Public Administration”, revised edition of S.Chand publications.(ISBN: 9788121903400)
- Tyaagi A.R (2001). Principles and Practices of Public Administration. New Delhi. Atma Ram & Sons.
- Naidu,S.P.,(1996), ‘Public Administration Theories and concepts’, New Age publications.


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			THEORY			PRACTICAL		L	T	P	CREDITS
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BAPUBAD102	Major	Central 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 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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BAPUBAD102	Major	Central Administration	60	20	20	-	-	3	0	0	3

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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:

- Maheswari.SR (2001), " Indian Administration", Orient Blackswan Pvt Ltd. (ISBN: 9788125019886)
- R K.Sapru,SR., (2019), ' Indian Administration: A Foundation of Governance', Sage publications pvt. Ltd.
- BL.Fadia.BL.,& Fadia, Kuldeep ., "Indian Administration", Sahitya Bhavan Publications.
- Basu,Rumki (2019), ' Indian Administration Structure, Performance and Reform' Adroit Publishers ;
- Arora.K.Ramesh & Goyal, Rajini (2013) , " Indian Public Administration –Institutions and Issues", New Age International Publishers.


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B.A. Public Administration
General Elective – Semester I (UG)

General Elective – Semester I (CG)											
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GUPUBAD101	General Elective	Understanding Public Administration	60	20	20	-	-	4	0	0	4

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Course Educational Objectives (CEOs): The students will be able to:

CEO1: Understand the Meaning of Public Administration as a social science discipline

CEO2: Learn about the nature of Public Administration

CEO3: Find out the difference between Public and Private administration

Course Educational Outcomes (CO)s :

CO 1: Analyse the concept and meaning of Public Administration as a social science discipline

CO 2: Understand the Nature of Public Administration

CO 3: Demarcate the difference between Public & Private administration

Unit I

- Meaning and Nature of Public Administration
- Public and Private Administration- differences and similarities

Unit II

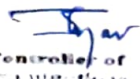
- Importance of Public Administration
- Relationship of Public Administration with other social sciences


Unit III

- State and Democracy prerequisites for effective Public Administration
- Difference between Public Administration and Political science


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General Elective – Semester I (UG)

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GUPUBAD101	General Elective	Understanding Public Administration	60	20	20	-	-	4	0	0	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practicum; 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 IV

- Approaches to the study of Public Administration- Classical & Modern
- Principles of Public Administration- Division of Work, Span of Control, Hierarchy, Authority and Responsibility

Unit V

- Chief Executive; Meaning Types and Roles, Line, Staff and Auxiliary Agencies Public Relations- Meaning and Significances
- Supervision – Meaning, Importance, Techniques, Quality of a Good Supervisor

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- M.Lakshmikath (2011), "Public Administration", Tata McGraw Hill Publication; New Delhi
- Kuldeep Fadia and B.L.Fadia, " Public Administration", Sahitya Bhavan (15th Edition; 2020)
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- Dr.Vishnu Bhagwan , Dr.VidyaBhushar & Dr. Vandana Mohalia, 'Public Adminisration", revised edition of S.Chand publications.(ISBN: 9788121903400)
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