

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 2023-26)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	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.

Course Educational Outcomes (CO)s:

- (CEO1) To gain knowledge about the fundamental concepts of Indian Administrative system.
- (CEO2) To analyze the activities of institutions involved in Indian Administrative system.
- (CEO3) To gain insight into the longstanding issues on Indian Administration.
- (CEO4) Analyze the practical role of All India services in Indian Administration

Course Content:

UNIT I

Evolution of Indian Administration

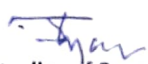
- Kautilya's Arthashastra,
- Mughal Administration,
- Legacy of British rule and Politics in Administration

UNIT II

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


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BAPUBAD501	Major	Indian Administration	60	20	20	-	-	3	0	0	3	

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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


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


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Suggested Readings

- Avasthi & Avasthi., (2020). *Administrative Theory*. Agra : Lakshmi Narayan Agarwal Publishers.
- Avasthi & Maheswari (2017) - *Public Administration in Theory and Practice*. Agra: . Lakshmi Narayan Agarwal Publishers
- Fadia. B.L,& Kuldeep Fadia (2016) : *Administrative Theory*. (Sahithya Bhavan Publications)
- Arora, K.Ramesh (2012)' *Indian Public Administration, Institutions and Issues*' New Age Third Edition.
- Mathur, Kuldeep (2011), ' *From Government to Governance*', National Book Trust,India; First Edition
- Chakrabarty, Bidyut & Chand, Prakash (2016), 'Indian Administration; Evolution and Progress'. Sage Publications India Private Limited
- Basu, Rumki,(2019), 'Indian Administration, Structure, Performance and Reform', Adroit Publications
- Sharma, Dutta, Prabhat, Sharma, B.M(2009),'Indian Administration: Retrospect and Prospect', Rawat Publications, New Delhi


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			END SEM University Exam	Two Term Exam	Teachers Assessment*	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 rural development in India

Course Educational Outcomes (CEO)s

- (CEO1) To analyze the fundamental concepts of local government
- (CEO2) To identify the role of PRIs as instruments of Democratic decentralization.
- (CEO3) To be able to differentiate between rural and urban administrative systems
- (CEO4) to learn about the relevant amendments related to rural development

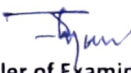
Course Content

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

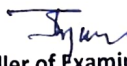
- Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives Rural and Urban Development Programmes,
- Employment and Poverty Alleviation Programmes.



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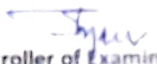
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Suggested Readings

- Siuli Sarkar(2010) . Public Administration in India, PHI, New Delhi,
- Shriram Maheshwari (2004), Local Government in India, Lakshmi Narayan Agarwal Publishers , Agra, India . ISBN:8185778418
- Kumar Pamkaj, (2018), " Rural Local Government in India", Kitab Mahal , India ISBN-10 : 9387253074
- Singh Vijayandra (2003), " Panchayati Raj and Village Development", Sarup and Sons New Delhi ISBN: 9788176253925
- Pal, Mahi (2020), " Rural Local Governance and Development ", Sage Publications, New Delhi
- Shailadra H.S (2005), " Diversification and Sustainable rural Livelihood", Concept Publishing Company, New Delhi ISBN-10 : 8180692051
- Aithal, Bharat & Ramachandra . T. V (2020), ' Urban Growth Patterns in India', CRC Press, India ISBN-10 : 0367225212
- Das,Kumar, Amiya (2007), ' Urban Planning in India', Rawat Publications, India ISBN-10 : 8131600947
- Rajashekhar. D. (2021), 'A handbook of Decentralized Governance and Development in India', Routledge Publications; ISBN : 1032055146


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COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
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			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAPUBAD503E1	DSE	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

CEO 5: 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.

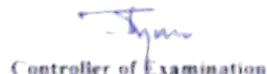
Importance of Human rights in life of a human being


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BAPUBAD503E1	DSE	Human Rights Administration	60	20	20	-	-	4	0	0	4

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Unit II:

Civil and Political rights; comparison with Human Rights

Economic relations and Human Rights; Social relations and Human Rights

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

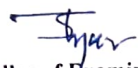
Unit V:

National Human Rights act; National Commission for SC &ST

National Commission for Minorities and National Commission for Women


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BAPUBAD503E1	DSE	Human Rights Administration	60	20	20	-	-	4	0	0	4

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References

- Chaudhary, Jayant(2000), *A Text Book of Human Rights*, New Delhi, Dominant Publishers.
- Sinha.P.C.(2003), 'India's Global Human Rights Obligations: A Status Report Part-I & II, New Delhi: Kanishka Publications
- Awasthi, Dr.S.K.Kataria,(2002) *Law Relating to Protection of Human Rights*, New Delhi, Orient Publishing company
- Begum,S.Mehartaj.Begum,(2000), 'Human Rights in India Issues of Perspectives, New Delhi: APH publishing Corporation
- Rachna Kausal (2004), *Women & Human Rights in India*, NewDelhi: Daya Publishers,
- 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 Halder & Shruti S. Brambhatt (2021), "Advancements in Human Rights in India", Sage publications New Delhi
- Sudarshanam Gankadi, (2021) "Human Rights in India: Prospective and Retrospective", Rawat Publications.


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			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAPUBAD503 E2	DSC	Social Welfare 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):

- (CEO1) Get acquainted with the fundamental concepts of social work.
- (CEO2) Understand the techniques of social work.
- (CEO3) Learn about the various welfare organizations.
- (CEO4) Understand the working of government social welfare administration.

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.

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, .

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.


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BAPUBAD503 E2	DSC	Social Welfare Administration	60	20	20	-	-	4	0	0	4

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Unit-III

- Welfare Organizations (Government and Voluntary)
- Voluntary Agencies: Meaning, Development, and 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

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.


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COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
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BAPUBAD503 E2	DSC	Social Welfare Administration	60	20	20	-	-	4	0	0	4	

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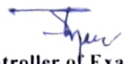
***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks

Suggested Readings:

- 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.
- Sanjay Bhattacharya 2008 , 'Social Work and Integrated Approach' Deep and Deep publications New Delhi.
- Dr Rathod Patwardhan(2016): Social Work Administration, Lakshmi Book Publications


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BAPUBAD503E3	DSC	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 Educational Outcomes (CO)s:

- (CEO1) Gain knowledge about the fundamental concepts of Indian Public financial Administration.
- (CEO2) To analyze the sources of revenue system in Indian Administration
- (CEO3) To gain insight into the expenditure part of Indian Administration
- (CEO4) Analyze the practical role of controls on Indian Financial Administration

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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Unit 3 Public Expenditure

- Concept of Public Expenditure; Canons 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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BAPUBAD503E3	DSC	Public Financial Administration	60	20	20	-	-	4	0	0	4

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

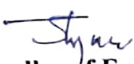
***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks

References

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