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. Public Administration
General Elective – Semester I (UG)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING &EVALUATION SCHEME					L	T	P	CREDITS
			THEORY			PRACTICAL					
			END SEM University	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
GUPUBAD101	General Elective	Understanding Public 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.

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

Chairperson	**Chairperson**	**Controller of Examination**	**Joint Registrar**
Board of Studies	Faculty of Studies	Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth
Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth	Vishwavidyalaya, Indore	Vishwavidyalaya, Indore
Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		

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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

References:

- 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.Vishnu Bhagwan , Dr.VidyaBhushan & Dr. Vandana Mohalia, 'Public Adminisration", revised edition of S.Chand publications.(ISBN: 9788121903400)
- Tyaagi A.R (2001). Principles and Practices of Public Administration. New Delhi. Atma Ram &Sons.

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Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth	Vishwavidyalaya, Indore	Vishwavidyalaya, Indore
Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		