



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 (Batch 2022-26)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			University Exam	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)

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

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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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.VishnuBhagwan , 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.