



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
(Batch 2022-25)

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*				
BAPUBAD601	Major	Comparative Public Administration	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 Objectives:

- 1) Understand the importance of Comparative methods in the study of Public Administration as a discipline
- 2) Analyse the different theories and approaches in CPA
- 3) Gain knowledge about the Constitutions of different countries in the world
- 4) Know about Executive systems and Control mechanisms in different countries
- 5) Analyse the Civil services system and local governments in different countries

Course Outcomes:

- 1) Recognize the importance of Comparative methods of study in Public Administration.
- 2) Gain knowledge about the different theories and approaches of CPA
- 3) Able to make a comparison between different constitutions in the world
- 4) Make a comparative study on the executive systems and control mechanisms between different countries in the world
- 5) Compare the Civil Service systems and local governments of different countries in order to identify the best practices.

UNIT I

- i) Meaning, Nature, Scope and Significance of CPA; Approaches to the study of CPA
- ii) Importance of Comparative method as an approach to the study of Public Administration


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Unit II

- Approaches to the study of CPA
- Theories and Models of Comparative Public Administration: interpretation of Fred Riggs and Ferrel Heady.

Unit III

- Comparative study of Constitutions of a) UK and USA
- Features of the Constitutions of France and Japan


Unit IV


- Comparative study of Executive systems of UK, USA, France and Japan
- Comparative study of Control Mechanisms on Administration in UK, USA


Unit V

- Comparative Study of Civil Services and local Governments in UK, USA & France
- Relevance and emerging trends in Comparative Public Administration in the era of Liberalization, Privatization and Globalization.


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References:

- Dahiya.S.S, Ravindra Singh (2012), 'Comparative Public Administration', New Delhi, Sterling Publishers Pvt,Ltd,
- Rathod.P.B . (2007), 'Comparative Public Administration', Jaipur, Abd Publishers.
- Juditha Bara & Mark Pennigton (2009), 'Comparative Politics', New Delhi, Sage Publications.
- Chaturvedi. T.N. (2002), 'Comparative Public Administration', New Delhi, Associated Publishing House.
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- Henry, Nicholas. 2004. 'Public Administration and Public Affairs'. Upper Sadle River, N.J.: Pearson Publishers
- Sahni, Pradeep and E. Vayunandan. 2009. 'Administrative Theory'. New Delhi: Prentice-Hall Publications
- Waldo, Dwight. 1955. The Study of Public Administration. New York: Double day Publications


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BAPUBAD 602	Major	Research Methodology	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 Research Methodology
- (CEO2) : Learn about the Research design
- (CEO3): Understand basics of research like data collection methods and sampling
- (CEO4) : learn the techniques involved in data analysis
- (CEO5): To learn proper method of report writing for a research work

Course Educational Outcomes (CEO)s:


- (CEO1): Understand the concept of Research Methodology
- (CEO2): Identify the types of Research Designs
- (CEO3): Gain Knowledge about research basics
- (CEO4): Understand the techniques of data analysis
- (CEO5): Increase the ability to frame effective research reports.

Course Content:

UNIT I

- 1) Meaning of Research: objectives and Types of Research.
- 2) Research methods and Methodology; Importance of Research Methodology in social science research.


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UNIT-II

- 1) Research Design : Meaning and importance
- 2) Types of Research Design – Exploratory, Descriptive, Experimental and Action research

UNIT-III :

- 1) Methods of Data collection : Questionnaire , Interview Survey methods;
- 2) Sampling design : Meaning and importance. Types of sampling designs


UNIT IV:


- 1) Data Analysis: Quantitative and Qualitative techniques.
- 2) Measures of Central Tendency; Measures of Dispersion;

UNIT-V :

- 1) Interpretation and Report Writing
- 2) Computers and their role in social sciences Research


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Assessment components: Quiz/Assignment/ Project/Participation in Class, given that


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Suggested Readings:

- John Adams, (ed) (2007) '*Research Methods for Graduate Business and Social Science Students*', New Delhi, Sage Publications.
- Bridget Somek, Lewin,(2008), '*Research Methods in the Social Sciences*', New Delhi, Vistaar Publications.
- Ghosh B.N, (2015), '*Scientific Method and Social Research*', New Delhi, Sterling Publications.
- Goode and Hatt, (1952), '*Methods in Social Research*', NewYork, MC Grawhill Publications.
- Gopal Lal Jain,(2003), '*Research Methodology: Methods Tools and Techniques*.'Jaipur Mangal Deep Publications, .
- Kothari.C.R, (2004), '*Research Methodology : Methods and Techniques*', New Delhi, New Age International.
- Krishnaswamy O.R & Ranganathan. M(2006), '*Methodology of Research in Social Sciences*' Himalaya Publications.


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BAPUBAD 603	DSC	E- governance in India	60	20	20	-	-	4	0	0	4	

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Course Educational Objectives (CEO)s:

- (CEO1): Get acquainted with the fundamental concepts of e-governance & Good Governance
- (CEO2): To understand the policies and acts related to e-governance
- (CEO3): To analyze the application of e-governance policies and programs in Government activities.
- (CEO4): To learn about the e-governance application challenges and opportunities
- (CEO 5): Understand the need of data security

Course Outcomes:

- (CEO1): Understand the fundamental concept of E-governance and good governance
- (CEO2): Analyze policies and acts related to e-governance
- (CEO3): Explain the application of e-governance policies and acts
- (CEO4): Familiarize with challenges and opportunities in e-governance applications in governance
- (CEO5): Learn the ways and means to protect and maintain data security


Course Content


UNIT I


- E-Governance: Meaning, Scope and Importance
- Concept of Governance and Good Governance
- E-Governance-Prospects and emerging challenges


UNIT II

- Digital India governance
- Information Technology Act, 2000
- National E-governance plan


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UNIT III


- NICNET
- E-Governance in Indian Administration
- Using of Big data analytics in government


UNIT IV


- E-Governance in Higher Education
- E-Governance in Health Administration
- Mobile Governance


UNIT V

- IT Security
- Hacking
- Cyber Crimes
- E-Governance opportunities, Challenges and Barriers


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BAPUBAD 603	DSC	E- governance in India	60	20	20	-	-	4	0	0	4


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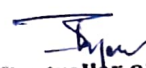
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Suggested Readings:

- Alexander C.J. Pal LA, (1998), 'Digital Democracy: Policy and Politics in the Wired World. Oxford University Press, USA
- Kiran Bedi, Parminder Jeet Singh and Sandeep Srivastava, (2001) 'Government @net : New Governance opportunities for India SAGE Publications Pvt. Ltd.
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- Y. Pardhsardhy, (2009), 'E-Governance and Indian Society with Case Studies', New Delhi Kanishka Publishers, New Delhi
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BAPUBAD 604	DSC	Office Management	60	20	20	-	-	4		0	0	4

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Course Educational Objectives:

1. Understand the concept of Office.
2. Comprehend the administrative process in office.
3. Identify the challenges of public office administration in the background of ICT
4. Sketch out the impact of technology in office administration


Course Outcomes:


1. To gain knowledge about office and its management
2. Understand administrative processes in an office
3. Analyse the changes in public office under the influence of ICT
4. Identify the importance of technology in office administration


Course Contents:


Unit I : Introduction

- a) Office Management: Meaning, Scope & Importance of Office
- b) Changing Nature of Public Office
- c) Basic Principles of Office Organization


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Unit II : Office Organization and Management


- Office Planning
- Office Accommodation and Lay-out
- Office Environment


Unit III : Office Organization


- Office Planning, layout and office environment
- Office Filing and maintenance of records
- Office communication; correspondence and inventory control


Unit IV: Latest trends and issues in Office Management

- ICT in office administration e-governance
- Automation in office administration
- Office management in government: Issues


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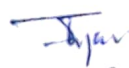
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- Niraj Kumar, Chetan S. (2013) Modern Office Management, New Royal Book Company, Lucknow
- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
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- Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi


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BAPUBAD605	DSC	Citizen Administration	60	20	20	-	-	4	0	0	4

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Course Educational Objectives (CEO)s:

- CEO 1: Get acquainted with the fundamental concepts of Citizen administration
 CEO 2: To understand the concept and evolution of Citizen's Charter
 CEO 3: To analyse the RTI act and its impact on the society
 CEO 4: Gain Knowledge about different Grievance redressal mechanisms in India
 CEO 5: Know about Consumer Protection courts in India

Course Educational Outcomes (CO)s


- CO 1: Able to explain the fundamental concepts of Citizen Administration
 CO 2: Analyse the concept and evolution of Citizen's Charter
 CO3: Gain insight into contents of RTI and its impact on the society
 CO4: Identify the different grievance redressal mechanisms in India
 CO5: Have knowledge about the different Consumer Protection courts in India

Course Contents:

Unit-I

- 1) Concept of Citizen Centric Administration: Introduction 2) Evolution, Concept, Features and Significance.
- 2) Functions of Government: Regulatory functions, Service providing functions and Developmental functions.


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BAPUBAD605	DSC	Citizen Administration	60	20	20	-	-	4	0	0	4	

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Unit-II

- 1) Citizens' Charters: Evolution, Features and Applications.
- 2) Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

Unit III

- 1) Right to Information Act ; Features and importance;
- 2) RTI implications on the society

Unit-IV.

- 1) Grievance Redressal Mechanism: Grievance- Concept and Meaning
- 2) Agencies for Redressal of Grievances at Centre and State levels in India

Unit-V

- 1) Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India.
- 2) National Consumer Disputes Redressal Commission


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(Batch 2022-23)											
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*				
BAPUBAD605	DSC	Citizen Administration	60	20	20	-	-	4	0	0	4


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Books Recommended:

- Arora, K., 2006, *Public Administration in India – Tradition, Trends and transformation*, New Delhi. Paragon International Publishers,
- Arora. K. Ramesh, (2010) *People Centred Administration*, Aalekh Publishers, Jaipur.
- Baghel, C.L. & Kumar Yogendra, 2005,
- Roy Aruna, (2018) “ *The RTI story: Power to the People*”, Kindle Edition Roli Books; First edition
- Ramachandran M. (2021) ‘ *Bringing people and Citizens closer: A development Practitioner approach*’, Kindle Edition COPAL Publishing Group; 1st edition
- Rumki Basu (2019) “*Public Administration in 21st century : A Global South Perspective*”, Routledge India; 1st edition


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BAPUBAD606	DSC	Good Governance	60	20	20	0	0	4	0	0	4

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Course Educational Objectives: (CEO)s

- (CEO 1): Understand the meaning and concept of Good Governance
 (CEO 2): Analyse the nature and types of state
 (CEO 3): Analyse the role of citizen in governance mechanism
 (CEO 4): Learn about the techniques of good governance
 (CEO 5): Identify the implications of good governance

Course Educational Outcomes (CEO)s

- (CEO 1): Explain the meaning and concept of good governance
 (CEO 2): Identify the nature and types of state
 (CEO 3): Understand the role of citizen in the governance mechanism
 (CEO 4): Gather knowledge about the techniques of good governance
 (CEO 5): Analyse the causes and effects of good governance

Course Content:


Unit I Introduction

- Meaning and Definitions of Governance
- Government and Governance- Difference
- Concept of Good Governance- Origin and Development


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Unit II State and Governance

- Origin and types of state
- Democratic state & Democratic administration; Neo liberalism and rolling back state
- Reforming institutions: State, market, and civil society

Unit III Citizen and governance

- Rule of law and human rights
- Accountability
- Citizen participation in governance

Unit IV Techniques of Good Governance

- Openness and Transparency
- Citizen charter
- Social Audit

Unit V: Initiatives and implications of Good Governance

- Good Governance initiatives in different states in the country
- Good governance implications on civil services in India


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Select References:

- Henk Adink.Henk. (2019). "Good Governance concept and context", Oxford University press
- Sam Agere, Sam(2000). "Promoting Good governance: Principles and Practices", Melbourne: house Commonwealth Secretariat.
- Smith,B.C (2007), "Good Governance and development", USA: Palgrave Mc Millan publications
- Rao,N.Bhaskar 2013., "Good Governance: Delivering Corruption free Public Services", New Delhi, Sage publications
- Batnagar,Subash (2004) E-Governance, London; Sage Publications.
- Pardhsardhy,Y., (2009), 'E-Governance and Indian Society with Case Studies', New Delhi Kanishka Publishers, New Delhi
- Mutto,K.Sunil , Gupta Rajan & Saibal.K.Pal,(2019) 'E-governance in India: The Progress Status', Singapore, Sage Publications


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