



**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 2023-26)

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/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 the need for proper leadership and decision-making systems in an organization
- CO5: Have a clear understanding about managing and utilizing coordination and communication channels in an organization

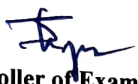
**COURSE CONTENT:**

**UNIT I**

- Meaning, nature, Scope, & importance of Public Administration; Evolution of Public Administration; Public administration as an Art and Science.

  
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			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

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- Public administration and Private Adm.: Similarities and Differences.; Relationship of Public Adm with Political Science, Sociology, and Economics.

#### 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

  
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			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAPUBAD102	Major	Central Administration	60	20	20	-	-	3	0	0	3

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**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:**

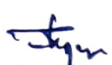
- British legacies over Indian Administration.
- Features of Indian administration.
- Role of Indian administration in socio economic development.
- Fundamental Rights and Duties.

**Unit II:**

- President: Election, Impeachment, Powers, and Positions.
- Prime Minister and Council of Ministers: Appointment, Power, and Role

  
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**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:**

- SR.Maheswari, " Indian Administration", Orient Blackswan Pvt Ltd (2001) ( ISBN: 9788125019886)
- R K.Sapru , " Indian Administration: A Foundation of Governance ", Sage publications Pvt Ltd 2019
- BL.Fadia and Kuldeep Fadia, "Indian Administration", Sahitya Bhavan (2014)
- Rumki Basu, " Indian Administration Structure, Performance and Reform" Adroit Publishers (2019) ISBN-10 : 8187393726
- Ramesh K.Arora and Rajini Goyal, " Indian Public Administration –Institutions and Issues", New Age International Publishers (2013)

  
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