



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 2021-24)

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*				
BAHNPUBAD101	CC	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 of an organization.

CEO4: Have clear understanding about functions of an organization.

CEO5: Gain knowledge about the management of Human resources in the 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: Analyze the basic functions of an organization

CO5: Have a clear understanding about managing and utilizing human resources in an Organization

COURSE CONTENT:

UNIT I

- Meaning, nature, scope and importance of Public Administration,
- Evolution of Public Administration; Public administration as an Art and Science.
- Public administration and Private Adm.: Similarities and Differences.
- Relationship of Public ad with Political Science, Sociology, and Economics.
- Approaches to the study of Public Administration- Classical and Humanistic.

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UNIT II

- Formal and Informal Organization, 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
- Communication- Meaning, Importance and Types
- Coordination- Meaning, Importance and Methods of Effective Coordination

UNIT V

- Recruitment: Kinds of Recruitment and Problems of Recruitment, Training: Types of Training Significance of Training, Promotion: Methods of Promotion, Morale- Factors of Low Morale of employees and how to build up Morale.

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Suggested readings:

- 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 Administration", 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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BAHNPUBAD102	CC	Central Administration	60	20	20	-	-	3	0	0	3	

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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.

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 and 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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BAHNPUBAD103	CC	Financial Administration	60	20	20	-	-	3	0	0	3	

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Course Educational Objectives (CEOs): The students will be able to:

- CEO1 Understand the basic concepts and importance of financial Administration
- CEO2 Know about the role of financial machinery of Government
- CEO3 Knowledge about the taxation policies of the Government
- CEO4 Analyze the functions of Government agencies for financial control
- CEO5 Identify the role of Government agencies for expenditure control

Course Outcomes (COs): The students should be able to:

- CO1 Appraise the importance of financial administration in general
- CO2 Analyze the role of Government machinery for financial administration
- CO3 Classify the various taxation policies of the Government
- CO4 Interpret the functions of Government agencies for financial control
- CO5 Summarize the functions of Government agencies for expenditure control

COURSE CONTENT:

UNIT I:

Meaning; Significance of Financial Administration; Budget: principles, types.

UNIT II

Union Ministry of Finance: Organization and functions central – State Financial relations RBI & IDBI

UNIT III

Tax Administration: Administration of direct and indirect taxes Problems of tax evasion and avoidance direct tax code

UNIT IV

Control over Public Finance: Comptroller and Auditor General of India; legislative control

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budget as a tool of socio- economic change

UNIT V

Public expenditure In India – Control over Public Expenditure – Executive, Legislative and Audit Control – Committees to Control Public Expenditure – Public Accounts Committee - Estimates Committee – Committee on Public Undertaking .

Suggested Readings:

- Dr. SK.Singh, “Public Finance in Theory and Practice”, S.Chand &CO (2010)
- MY.Khan , “Indian Financial System”(11th Edition) McGrawHills Publication (2019)
- Lal G.S 1999 public Finance New Delhi Noida UP) Kalyani Publications.
- Gayatri Karnam, “Public Budgeting in India: Principles and Practices”, Springer Publication (2018)
- H.L.Bhatia, “Public Finance”, Vikas Publishing House(2019)

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