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					
			END SEM University	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*	L	T	P	CREDITS
BAHNPUBAD401	Core Course	Development 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):
- (CEO 1) Understand the meaning of the concept of Developmental Administration
- (CEO 2) To Learn the nature and purpose of Developmental Administration
- (CEO 3) To recognize the various facets and elements of Developmental Administration
- (CEO 4) To identify the cause and effect of various Development policies in the country

Course Educational Outcomes (CEOs):
- (CEO1) Explain the meaning of the concept of Developmental model
- (CEO2) Analyze the nature and purpose of Developmental administration
- (CEO3) know about the relevance of the contemporary Development projects
- (CEO4) To identify the functions of various Development institutions involved in the process of Development of the country

COURSE CONTENTS:

UNIT I

Growth of Development Administration, Evolution, Scope and Significance, Development Administration: Concept and Meaning

UNIT II

Development Strategy and Planning Goals of Development, Role of Planning, Mixed Economy Model and its Rationale and Significance India's Socio-economic Profile at Independence

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SVVV	SVVV		

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			END SEM University	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*	L	T	P	CREDITS
BAHNPUBAD401	**Core Course**	**Development 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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UNIT III
Planning Process Grass Roots Planning, District Planning, Planning Commission and National Development Council State Planning Machinery

UNIT IV.
Enhancing Bureaucratic Capability, Bureaucrats and Politicians and their Relationship, Neutral vs Committed Bureaucracy, Social Background of Indian Bureaucracy, Role of Bureaucracy, Colonial Heritage of Indian Bureaucracy

UNIT V

Specialized Agencies for Development, Co-operatives and Development, Role of Voluntary Agencies, Problems and Prospects of Panchayati Raj, Emerging Patterns of Panchayati Raj, Concept of Democratic Decentralization, Evolution and Role of Panchayati Raj

Suggested Readings:

- Mohit Bhattacharya, Social Theory and Development Administration, Jawahar Publishers 2013

- Ratnakar Gaikwad, Initiatives in Development Administration, Yashwantrao Chavan Academy of Development Administration 2016

- R. K. Sapru, Development Administration, Sterling Publishers 2010

- Lakshmikanth on Indian Administration

- Fadia and Fadia " Indian Administration" Sahitya Bhawan publishers.

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SVVV	SVVV		

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav School of Management

Choice Based Credit System (CBCS) in Light of NEP-2020
BBA+MBA - IV SEMESTER (2021-2024)

BBAI404 INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								CREDITS
			THEORY			PRACTICAL		L	T	P	
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI404	CC	Introduction to Organizational Behaviour	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical: **C** - Credit; **CC**- Core Course
*****Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

The objective of the course is to familiarize the students with Organisational, Group and Individual Behaviour. The course also educates the students the concept and theories of Motivation, Leadership and Teamwork.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. To describe human behavior and that of others in an organizational setting.
2. To examine important aspects of group/team processes and manage them.
3. To demonstrate ability to manage, lead and work with other people in the organization.

Unit I: Introduction to Organizational Behavior (OB)
1. Definition, Contributing Disciplines to the OB field,
2. Need and Importance of OB
3. Framework of Organizational Behavior
4. Challenges and Opportunities for OB

COURSE CODE	CATEGORY	COURSE NAME	THEORY			PRACTICAL		L	T	P	CREDITS
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BBAI404	CC	Introduction to Organizational Behaviour	60	20	20	-	-	3	-	-	3

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Unit II: Personality, Perception and Learning
1. Personality - Concept, Determinants, Personality Traits (MBTI & Big Five); Major Personality Attributes Influencing OB.
2. Perception – Definition Factors Affecting Perception, Errors in Perception
3. Learning - Concept, and Process
4. Personality – Types, Factors Affecting Personality

Unit III: Motivation
1. Concept, Process and Importance
2. Theories : Process and Content Theories
3. Applications to Management

Unit IV: Leadership
1. Leadership – Meaning – Importance
2. Role and functions of a leader
3. Leadership Approaches and styles
4. Leaders Vs Managers

Unit V: Group Behavior
1. Definition and classification of Groups
2. Process of Group Formation
3. Teams Vs Groups
4. Group decision making
5. Conflict Resolution Techniques

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

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav School of Management

Choice Based Credit System (CBCS) in Light of NEP-2020
BBA+MBA - IV SEMESTER (2021-2024)

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*				
BBAI404	CC	Introduction to Organizational Behaviour	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical: **C** - Credit; **CC**- Core Course
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Suggested Readings

1. Stephens, R.,Judge, T. and Sanghi, S. (2011).*Organizational Behavior*. Pearson Education India, Latest Edition.
2. Newstorm, J. (2007). *Positive Organizational Behavior.* Sage Publications, 12 Edition.
3. Hitt, Millar, Colella (2006). *Organizational Behavior: A Strategic Approach*. John Wiley and Sons, Latest Edition.
4. Dwivedi R. S. (2001). *Human Relations and Organizational Behavior: A Global Perspective.* Macmillan, Latest Edition.
5. Greenberg, J. and Baron, R. (2008). *Behavior in Organizations.* Pearson Prentice Hall,

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Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences and Humanitiesand Arts
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BAHNPUBAD403 E1	**DS**	**Public Policy Analysis**	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 (CEOs):
- (CEO1) Learn explicit decision-making criteria
- (CEO2) Seek an understanding between balancing political and technical factors
- (CEO3) Know about the range of stakeholder's interests
- (CEO4) To develop a viable option having gone through the policy process and cycle.

Course Educational Outcomes (CEOs):
- (CEO 1) Gain an understanding of the factors that influence the Government decisions
- (CEO2) Gain an understanding of the "tools" available to address policy problems
- (CEO3) To appreciate the range of stakeholder's actions
- (CEO4) Interpret the understanding of the various constituencies that influence how policy is made, and the theoretical underpinnings of real-life policy choice.

COURSE CONTENT:

Unit 1:
Public policy making, process: agenda, policy formulation, adoption, institutions and actors, tools, and technologies of policy making.

Unit II:
Implementation and evaluation, modes of policy delivery and implementers, institutions and actors, conditions for successful implementation.

Unit III:
Global policy process, role of trans-national actors, impact of globalization on policy-making

Unit IV:

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SVVV	SVVV			

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BAHNPUBAD403 E1	**DS**	**Public Policy Analysis**	60	20	20	-	-	3	0	0	3

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Policy analysis, types of policy analysis
   a. Empirical, evaluative or normative policy analysis
   b. Retrospective/prospective policy analysis
   c. Predictive/prescriptive descriptive policy analysis

Unit V:
Methods and techniques in policy analysis, ethics in policy analysis, process of policy analysis.

Suggested Readings:

- The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT Bergerson, Peter J. (ed.), (1991)
- Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press Birkland Thomas A. (2005)
- An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe Brewer, Gary D., and Peter de Leon (1983)
- The Foundations of Policy Analysis, Homewood, IL.: The Dorsey Press. Dahl, Robert and Charles Lindblom (1976)
- Politics, Economics and Welfare, New York, Harper. Dror.Y, (1989),
- Public Policy making Re-examined, 2nd ed., San Francisco, Chandler. Dye Thomas (2008)
- Bidyut Chakravarty & Prakash Chand, " Public Policy Concept Theory and Practice" Sage Publications, 2019
- Dr. Y. Sapru, "Public Policy: Formulation, implementation and Practice", Sterling Publishers 2020

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SVVV	**SVVV**			