

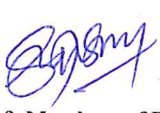
For 4
CreditsFour-year undergraduate course; 2024 - 28
Department of Political Science Course Curriculum


PART A INTRODUCTION			
PROGRAM : Bachelor in social science Degree/ Honors			SEMESTER VI
			Session 2024-25
1	Course code	PSSC 06	
2	Course Title	Introduction to Public Administration .	
3	Course Type	DSC : Discipline Specific Course	
4	Prerequisite(if, any)	As per Program	
5	Course Learning Outcomes (CLO)	After completion of the course, the student will be able to <ul style="list-style-type: none"> • Create knowledge about basic concepts, approaches and evolution of public administration . • Evaluate the knowledge of theoretical aspects of public administration. • Analyse the theories of organisation and management . • Interpret the knowledge of practical parts of public administration like bureaucracy, understands the Finance administration. Budget administration and control over administration . 	
6	Credit Value	4 credits	Credit = 15 Hours - learning & Observation and 30 Hrs for Practices/ Field work
7	Total Marks	Max. Marks: 100	Min Passing Marks: 40

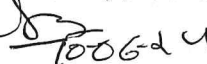
PART B - Content of the Course		
Total No. of Teaching-Learning Periods (01 Hr. per period) 60 Period (60 Hours)		
UNIT	Topics (Course Content)	No. of Periods
I	Public Administration : Concept Public Administration : development of public administration as discipline, meaning definition, nature and scope. Approaches of study. Public Administration and Private Administration under liberalisation. New Public Administration. Comparative Public Administration.	15
II	Organisation Principles of Organisation : POSDCORB, Hierarchy, Span of Control, Unity of Command, Delegation. Chief Executive. Line and Staff Agencies. Departmental Organization. Public Corporation. Personnel Administration: Recruitment, Training Promotion. Independent Regulatory Commission, major regulatory commissions in India.	15
III	Management Management : Concepts, Principles of Management, Scientific Management, Leadership, Policy Making, Coordination, Delegation, Communication, Motivation, Supervision. Financial Administration - Principles of Budget, Budget Preparation and Auditing in India.	15
IV	Public Administration in India Administrative Reforms in India. Executive, Legislative, and Judicial on Administration. Corruption in Administration, Ombudsman, Lokpal and LokAyukta. Central Vigilance Commission, Right to Information Act, State Information Commissions, Public Administration in the Age of Globalization. Liberalization, Bureaucracy, Public Relations	15

Keywords : Public administration, organisation, theory, management, budget, audit.

Name and Signature of Convener & Members of BOS:

(1) डॉ. विष्णु रामदेव - 

(2) सु. शशिदा बेगम - 


(3) M.D. 

10/06/24

10/06/24


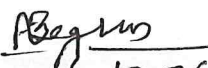









PART C		Learning Resources: Text Books, Reference Books and Others
Text Books 1- एम पी शर्मा एवं सदाना (2005) : लोक प्रशासन सिद्धान्त एवं व्यवहार, किताब महल, नयी दिल्ली। 2- अवस्थी एवं माहेश्वरी : (1985) लोक प्रशासन लक्ष्मीनारायण अग्रवाल एंड कंपनी आगरा उत्तर प्रदेश 3- एम पी शर्मा एवं सदाना (2005) लोक प्रशासन : सिद्धान्त एवं व्यवहार, किताब महल इलाहाबाद उत्तर प्रदेश। 4- मोहित भट्टाचार्य (1981) : लोक प्रशासन संरचना प्रक्रिया और व्यवहार, जवाहर प्रकाशन, नयी दिल्ली। 5- रूमकी बसु (1987) लोक प्रशासन सिद्धान्त एवं संकल्पनाएं, जवाहर प्रकाशन, नयी दिल्ली। 6- टी एन चतुर्वेदी (1999) : तुलनात्मक लोक प्रशासन, 7- शकील हुसैन- (2020) : लोक प्रशासन सिद्धान्त एवं व्यवहार शिक्षादूत प्रकाशन नई दिल्ली। 8-Avasthi and S. R. Maheswari, Public Administration, Agra, Lakshmi Narain Agrawal, 1996. Bhambri, Administration in a Changing Society: Bureaucracy and Politics in India, Delhi, Vikas, 1991. 10-M. Bhattacharya, Public Administration: Structure, Process and Behaviour, Calcutta, The World Press, 1991.		9-C. P.
e-books ई पुस्तकालय (हिन्दी) https://epustakalay.com/book/60234-lok-prashasan-by-chandra-prakash-bhabhari/ https://epustakalay.com/book/3452-bharatiya-lok-prashasan-by-shalini-wadhwa/ ईग्नू (हिन्दी) https://egyankosh.ac.in/handle/123456789/17634 e-learning portals CEC 49 videos https://youtu.be/U8L1wPYWpY?si=wlAhvLbRLZwP_VVz		
PART -D: Assessment and Evaluation		
Suggested Continuous Evaluation Methods: Maximum Marks: 100 Marks Continuous Internal Assessment (CIA): 30 Marks End Semester Exam (ESE): 70 Marks		
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20 Assignment / Seminar - 10 Total Marks - 30	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 30 Marks
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4 x 10=40 Marks	

Name and Signature of Convener & Members of BOS:

① ज. किशोर शर्मा - 
 ② कु. कावेरा बेगम  10-06-24
 ③ M. D.  10-06-24
 ④   8/6/2024
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