



ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+' Grade by NAAC(CGPA:3.68/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

Faculty of Social Science

Bachelor of Arts (B.A.)

SUBJECT: POLITICAL SCIENCE

B.A. VI Semester

CORE

Public Administration

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	They will be able to explain the key concepts of academic discipline of Public Administration.	U
CO 2	Students will be acquainted with major concepts of organization like hierarchy, unity of command, centralization, decentralization, delegation, bureaucracy etc.	U
CO 3	The student will be developing a deeper understanding of personnel administration and Bureaucracy.	U, Ap
CO 4	They will be able to explain and analyse financial administration.	An, E
CO 5	Enhancing knowledge and developing analytical ability on major contemporary administrative issues.	U, An

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100
Total	6		100	

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. per week

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
I	Introduction of Public Administration 1. Public Administration: Meaning, Nature and Scope. Evolution of Public Administration as an Academic Discipline. Politics- Administration Dichotomy. Public Administration and Private Administration: Features, Differences and Similarities. 2. Administration and Management ; Features, Differences and Similarities. New Public Administration and New Public Management.	14
II	Organization and its Principles 1. Organization: Meaning, Bases of Organization, Types of Organization – Features, Merits and Demerits. 2. Principles of Organization- Hierarchy, Unity of Command, Span of Control, Coordination, Supervision, Authority and Responsibility, Centralization and Decentralization, Delegation. 3. Headquarter – Field Relationship. 4. Line Agencies, Staff Agencies and Auxiliary Agencies, Meaning, Features and significance	12
III	Personnel Administration and Bureaucracy 1. Personnel Administration- Meaning, Objectives, Scope and Significance. 2. Recruitment- Concept, Principles, Types (with Merits and Demerits)., Training- Meaning, Objectives, Types and Importance, Promotion: Meaning and Principles. 3. Bureaucracy- Concept, Types, Max Weber's Ideal Type of Bureaucracy and its relevance. Indian Bureaucracy ; Characteristic Features, Politician and Minister- Civil Servant Relationship. 4. Civil Service Recruitment Procedure at Union and State (with reference to Madhya Pradesh) levels.	12
IV	Budget 1. Budget- Concept, Principles and Significance. Types of Budget: Features, Merits- Demerits. Accounts and Audit: Concept and Importance.	10



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	<p>2. Budgetary Process in India; Budget- Making, Budget-Enactment and Budget- Implementation. Agencies involved in Budgetary Process.</p> <p>3. Comptroller and Auditor General of India: Appointment Provisions, Power and Functions, Criticism.</p>	
V	<p>Recent Trends of Administration in India</p> <ul style="list-style-type: none">• Good Governance: Concept, Elements, Characteristics, Significance. E- Governance: Meaning, features, scope, types and importance.• Public Private Partnership (PPP) : Concept, types and Significance.• People – Participation: Meaning, Types and Importance. Nature of people- Participation in India.	12

References

Reference Books:

- Awasthi, A and Maheshwari, S.R., “Public Administration”, Laxmi Narayan Agrawal, Agra.
- Basu, Rumki, “ Public Administration: Concepts and Theories”, Sterling Publishers, New Delhi.
- Bhagwan, Vishnoo, Bhushan, Vidhya and Mohla, Vandana, “Public Administration”, S. Chand, Jalandhar.
- Bhattacharaya, Mohit, “New Horizons of Public Administration”, Jawahar Publishers and Distributer, New Delhi (Hindi& English)
- M. Laxmikant, “Public Administration”, McGraw Hill Publishers, India.
- Fadia, Kuldeep and Fadia, B.L., “Public Administration: Administrative Theory and Concept, Sahitya Bhawan Publication, Agra.
- Goel S.L., “Public Financial Administration”, Deep and Deep Publication, New Delhi.
- लक्ष्मीकांत, एम., “लोक प्रशासन” मैकग्रा हिल पब्लिशर्स 1
- अवस्थी एवं माहेश्वरी, “लोक प्रशासन” लक्ष्मी नारायण अग्रवाल, आगरा 1
- कटारिया, सुरेन्द्र, “कार्मिक प्रशासन” आर. बी. एस. ए. प्रकाशन, जयपुर 1
- सिंहल, एस. सी., “लोक प्रशासन के तत्व”, लक्ष्मी नारायण अग्रवाल, आगरा 1
- फड़िया बी.एल. एवं फड़िया कुलदीप, “लोक प्रशासन”, साहित्य भवन पब्लिकेशन, आगरा 1



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Web Links:

- <https://eshiksha.mp.gov.in>
- <https://epathshala.nic.in>
- <https://epustakalay.com>

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Internal Assessment: 40 Marks, External Assessment: 60 Marks		
Internal Assessment	Unit Test	20
Continuous Comprehensive Evaluation (CCE): 40	Assignment/ Presentation	20
External Assessment:	Section (A): Objective Type Questions	60
University Exam Section: 60	Section (B): Short Answer Type Questions	
Time -3:00 Hrs	Section (C): Long Answer Type Questions	