

RANI DURGAVATI VISHWAVIDYALAYA, JABALPUR

PROGRAMMETITLE:B.A.In Public Administration

PROGRAMMECODE: BAPA

The B.A.in Public Administration Programme with soft skill, ability enhancement,is designed toproduce graduates trained in the application of knowledge in Administration to real- life governance, political, ethical and analytical problemsencountered in the administration and polity.Itisstructured toprovide the students with the skills and professional acumen to become key players in the administration irrespective of their future job places and task diversification they would take up. Thecourse may enable the students to apply effectively their knowledge and skills for policymaking,both ingovernanceand administration.

The course has a rigorous focus on Quantitative Techniques and Research Methods which willorient the student in dealing with administrative problems and Institutions with a practical andanalytical approach. The diversity and the spread of the course ensure that the students receivesufficientexperienceofthecurrentissuesand crisesof theworlddespeciallythatoftheemerging trends.

OBJECTIVES:

Theobjectivesofthisprogrammeareasfollows:

- Totrainthestudentinthefundamentaltheoriesin administration.
- Toprovideskillsinacademicresearchand administrative analysis.
- Toexpose thestudentstotherealworld administrativeexperiencesthroughpracticallearning.
- Todevelopthecompetencytodesign administrativepolicies.
- Toproduceholisticallydevelopedindividuals.

ELIGIBILITY:

Highersecondary(10+2)inanystreamminimum50% marks.

ADMISSIONPROCEDURE:

Theadmissionwillbedoneaspermeritbytheuniversity.

SEATS:40(reservationasperstateGovt.rules).

DURATION:Three Years .

FEESTRUCTURE:

Year	Academic Fee	Total
First	15000	15000
Second	15000	15000
Third	15000	15000

* HostelFeeandCentralLibraryFeewillbeseparate.

*Examinations Fees will be separate

PROGRAMME STRUCTURE

First Year

<i>B.Ain Public Administration I Year</i>		
Code	SubjectName	Credits
BPA-101	Introduction to Public Administration	06
BPA-102	Principals of Organisation	06
BPA-103	Ancient Indian Political and Administrative Institutions	06
BPA-104	Foundation Course in Political Science	06
BPA-105	Hindi Language	02
BPA-106	English Language	02
BPA- 107	Field Project	02
BPA- 108	Comprehensive Viva Voice	02
	Total Credits	32

Second Year

<i>B.Ain Public Administration II Year</i>		
Code	SubjectName	Credits
BPA-201	Personnel Administration	06
BPA-202	Administration in Madhya Pradesh	06
BPA-203	Western Administrative Thinkers	06
BPA-204	Indian Constitution	06
BPA-205	Hindi Language	02
BPA-206	English Language	02
BPA-207	Field Project	02
BPA-208	Comprehensive Viva Voce	02
Total credits		32

Third Year

<i>B.Ain Public Administration III Year</i>		
Code	SubjectName	Credits
BPA-301	Financial Administration	06
BPA-302	Local Governance	06
BPA-303	Social Welfare	06
BPA-304	Good Governance	06
BPA-305	Hindi Language	02
BPA-306	English Language	02
BPA- 307	Field Project	02
BPA-308	Comprehensive Viva Voce	02
Totalcredits		32

EXAMINATION AND EVALUATION SCHEME

Examination and Evaluation Methods		
Suggested Continuous Evaluation Methods : Maximum Marks :100 Continuous Comprehensive Evaluation(CCE): 30 Marks University Exam : 70 Marks		
Internal Assessment: Continuous Comprehensive Evaluation(CCE): 30	Class Test Assignment/Presentation	20 10
External Assessment: University Exam Section: 70 Time: 3 hrs	Section(A):3 Very Short Questions(50 words each)	03x03=09
	Section(B):4Short Questions(200 words each)	04x09=36
	Section(C): 2 Long Questions(500 words each)	12.5x2=25

Assessment and Evaluation of Hindi, English Language		
University Exam:50		
External Assessment:50 Time :2 hrs	Fifty Multiple Choice/Objective type questions .Each Carries one mark	1x50=50
Assessment of Field project and Comprehensive Viva-voce	Internal Assessment	Maximum Marks=50

PROGRAMME OUTCOMES:

On completion of the B.A. in Public Administration Programme:

- The students will gain familiarity with historical and contemporary development in the discipline of governance.
- The students will have the necessary knowledge of interdisciplinary areas.
- The students will be able to analyse and evaluate public policies.
- The students will gain problem solving, interpretative and decision making skills.
- The students will attain the competency to understand regional, national and global issues from the political and administrative perspective.
- The students will have an advanced knowledge of specific areas of governance.
- The students will be professionally equipped to take up careers in administrative/public sector.

Integral Features:-

Social relevance, Intellectual rigour, Inter-disciplinarily, contemporaneity, employability, student-friendly.

Unique Features of the Programme:

Advanced pedagogical practices, Dissertation, Internships, Community services, Inter-disciplinary papers.

Teaching–Learning methods

Pedagogical methods such as class room lectures and students-teacher interactions, group discussion, quiz, seminar and assignment etc will be used.

Assessment methods

Summative assessment method comprising of assignment, internal/term examination, regularity in classes and end semester final examination.

Credit Scheme

University have the freedom to address the teaching requirements according to local and regional conditions. The credits earned should depend on the scheme adopted by the University for the various subjects. It is expected that one course should carry 6 credits if it is taught for five hours throughout the week as per the UGC norms. The 6 credits formula will be used as follows:

One theory period of one hour = 1 credit

One tutorial period of one hour = 1 credit

Two practicum period of one hour each = 1 credit

YEAR-WISE SCHEDULE

First Year

Course Code: BPA-101 Credits: 6

Maximum Marks: 70

INTRODUCTION TO PUBLIC ADMINISTRATION

Learning outcomes

- Awareness about the evolution and growth of the discipline of Public Administration.
- Learning of basic principles and approaches of Public Administration.
- Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

UNIT – I Public Administration as a Discipline: Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public Administration & Private Administration, Similarities & Differences.

UNIT– II Growth and Trends in Public Administration: Evolution of Public Administration, Minnowbrook Conferences (I, II & III), New Public Administration (NPA), New Public Management (NPM), New Public Service (NPS)

UNIT - III Organisational Structure- Chief Executive – Meaning, Types of Executive, Functions and Powers, Line, Staff and Auxiliary Agencies, Difference between Line and Staff.

UNIT-IV Personnel Administration- Meaning, Objectives, Importance, Main features and Problems of Personnel Administration. Recruitment, Training, Promotion. Union Public Service Commission of India- Organisation, Power and Role.

UNIT – V Bureaucracy – Meaning, Types, Characteristics, Merits and Demerits. Citizen and Administration - People's Participation in Administration, Dimensions of Participation, Need of People's Participation, Forms and Methods of People's Participation.

Recommended Readings:

Avasthi, A and Maheshwari, SR (2013) Public Administration. Lakshmi Narain Agarwal: Agra
Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers: Meerut
Bhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
Bhattacharya, Mohit (2012) Public Administration: Issues and Perspective. Jawahar Publishers

PRINCIPLES OF ORGANISATION

Learning outcomes

Awareness about the evolution and growth of the discipline of Public Administration. Learning of basic principles and approaches of Public Administration.
Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

UNIT – I Organisation : Meaning ,origin, importance, Types of organization.

UNIT– II Bases of Organisation : Function, process, clientele area, Formal and Informal Organisations. Mechanistic and Humanistic Conceptions,

UNIT– III Principles of organization: Hierarchy, Span of Control, Delegation, Integration vs Disintegration, Centralisation vs Decentralisation, Unity of command, Coordination.

UNIT-IV Theories of Organisation: Classical Theory, Scientific Theory, Decision making Approach.

UNIT –V Forms of Organizations: Department, Board, Corporation and Commission and Independent Regulatory Commission. Globalization and Public Administration, Paradigm Shift from Government to Governance,

Suggested Readings:

- Avasthi, A and Maheshwari, SR (2013) Public Administration. Lakshmi Narain Agarwal: Agra
- Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
- Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers: Meerut

Course Code: BPA- 103 Credits: 6

Maximum.Marks: 70

ANCIENT INDIAN POLITICAL AND ADMINISTRATIVE INSTITUTIONS

Learningoutcomes

AwarenessabouttheevolutionandgrowthofthedisciplineofPublic Administration.Learningof basicprinciples andapproaches ofPublicAdministration.
Theoreticalclarity of basic concepts and dynamics (both ecological andothers)relating to Public organizations.

UNIT – I Salient features of Politics and Administration in Vedic Period – King, Officials, Administrative Institutions. **Later Vedic Period**– a) Nature of Kingship, Various types of States, King, Administrative Officials.

UNIT – II Mahakavya Period–a) Politics and Administration during Ramayan. b) Politics and Administration in Mahabharat.

UNIT – III Smriti's and Administration : Manu Smriti and Political Institutions. Yagyvalkya Smriti and Political Institutions.

UNIT – IV Kautilya - Principles of Administration, Machinery of Administration, **Kamandikiya Nitisaar** and Administration, **Shukra Niti** and Administration.

UNIT– V Administrative Thoughts of Somdev Suri, Hemchandra , Administration in Mahajanpad

Suggested Readings:

FOUNDATION COURSE IN POLITICAL SCIENCE

Learning outcomes

Awareness about the evolution and growth of the discipline of Political Science .

Learning of basic principles and approaches of Political Science.

Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Polity.

UNIT I Meaning, Nature and Scope of Political Science ,**State** - Origin Theories of State– Social Contract Theory, Evolution Theory.

UNIT II **Constitution:** Purpose, Features and classification .**Sovereignty:** Definition and Types ,Austin's theory, Pluralistic criticism.

UNIT III **Legislature:** Concept, Functions and Types, **Executive:** Concept, Functions and Types, **Judiciary:** Concepts, Functions, Judicial Review.

UNIT IV **Rights:** Concept and Types, **Duties:** Concept and Types, Liberty, Equality Political Party.

UNIT V **Forms of Government** : Unitary and Federal, Parliamentary and Presidential, **Separation of Powers**

Suggested Readings :

- Acharya, A.&Bhargava,R.(Ed)' Political Theory : An Introduction", Pearson, New Delhi.
- Bhargava,R.," What is Political Theory and why do we need it?" Oxford University Press.
- Gauba, O.P., " An Introduction to Political Theory," Macmillan Publishers.
- Vincent, A." The Nature of Political Theory", Oxford University Press, New York

प्रश्नोत्तर (HINDI LANGUAGE)

प्रश्न 1. निम्नलिखित पढ़िए

- प्रश्न 2. 1. निम्नलिखित पढ़िए : प्रश्न 3, प्रश्न 4 : निम्नलिखित (प्रश्न 5)
 2. निम्नलिखित : प्रश्न 6 प्रश्न 7 : प्रश्न 8 प्रश्न 9 (प्रश्न 10)
 3. निम्नलिखित : प्रश्न 11 प्रश्न 12 - प्रश्न 13 प्रश्न 14 निम्नलिखित

- प्रश्न 5. 1. निम्नलिखित - निम्नलिखित प्रश्न 6 प्रश्न 7
 2. निम्नलिखित निम्नलिखित प्रश्न 8 : प्रश्न 9 प्रश्न 10 : निम्नलिखित (प्रश्न 11 प्रश्न 12
 प्रश्न 13)

3. निम्नलिखित प्रश्न 14 प्रश्न 15 : प्रश्न 16 प्रश्न 17 : प्रश्न 18 प्रश्न 19 (प्रश्न 20 प्रश्न 21)
 4. निम्नलिखित प्रश्न 22 - प्रश्न 23 प्रश्न 24

- प्रश्न 6. 1. निम्नलिखित प्रश्न 25;
 2. निम्नलिखित प्रश्न 26 ;
 3. निम्नलिखित प्रश्न 27 प्रश्न 28 प्रश्न 29 प्रश्न 30 (प्रश्न 31 प्रश्न 32)
 4. निम्नलिखित प्रश्न 33 प्रश्न 34

प्रश्न 7. निम्नलिखित

- निम्नलिखित - निम्नलिखित प्रश्न 35
- निम्नलिखित निम्नलिखित प्रश्न 36 - निम्नलिखित प्रश्न 37
- प्रश्न 38. निम्नलिखित प्रश्न 39 प्रश्न 40 : निम्नलिखित प्रश्न 41 निम्नलिखित प्रश्न 42 , निम्नलिखित प्रश्न 43 , निम्नलिखित , निम्नलिखित

UNIT I Reading, Writing and Interpretation Skills:

1. Where the mind is without fear-Rabindranath Tagore
2. National Education – M.K.Gandhi
3. The Axe – R.K Narayan
4. The wonder that was India – A.L.Basham
5. Preface to the Mahabharat- C. Rajagopalchari

UNIT II Comprehension Skill : Unseen Passage followed by Multiple choice questions**UNIT III** Basic Language Skills :

1. Vocabulary Building : Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One word substitution.
2. Basic Grammar : Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles

Suggested Readings :

Essential English Grammar – Raymond Murphy, Cambridge University Press

Practical English Grammar Exercises 1 – A.J.Thomas&A.V.Martinet, Oxford India.

Practical English Usage – Michael Swam, Oxford

English Grammar in Use – Raymond Murphy, Cambridge University Press.

Course Code: BPA - 107 Credits: 6

Maximum.Marks: 70

FIELD PROJECT

Field Project with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department

Course Code: BPA - 108 Credits: 6

Maximum.Marks: 70

COMPREHENSIVE VIVA-VOCE

A comprehensive viva-voce of virtual credits will be conducted at the end of each year of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce.

Second Year

<i>B.Ain Public Administration II Year,</i>		
Code	SubjectName	Credits

BPA-201	Personnel Administration	06
BPA-202	Administration in Madhya Pradesh	06
BPA-203	Western Administrative Thinkers	06
BPA-204	Indian Constitution	06
BPA-205	Hindi Language	02
BPA-206	English Language	02
BPA-207	Field Project	02
BPA-208	Comprehensive Viva Voce	02
Totalcredits		32

PERSONNEL ADMINISTRATION

Learning outcomes

Academic understanding of the key concepts and ideas of Public Personnel Administration.

Knowledge about the recruitment, training and promotion system of civil services in India.

Awareness about the organizational set up and functions of ministry and the recruitment agencies.

UNIT I – Personnel Administration – Meaning, Objectives, Nature, Scope and Significance; Civil Services- Concept, Functions and importance, Emerging trends in Civil Services; Bureaucracy- Concept, Types, Max Weber's ideal type of bureaucracy and its relevance.

UNIT II - Recruitment- Concept, Types with their Merits and Demerits, Principles of recruitment, Spoil, Patronage and Merit system, Recruitment process; Training- Meaning, Objectives, types and importance, training techniques and methods; Promotion- meaning, principles of promotion, performance appraisal.

UNIT III – Public Personnel System in India – Constitutional Provisions for Public Personnel system in India; Civil Service Classification in India – All India, Central, State Services; Features of Indian Civil Services; Code of conduct for Civil Servants and their Rights; Position Classification- meaning, types(Post and Rank) with their merits and demerits. Recruitment Procedure at Union and State level(with reference to M.P)

UNIT IV – Employer-Employee Relations and Integrity-Employer-Employee Relationship, Ideal characteristics; Pay and Service Condition, Superannuation and Retirement benefits, Grievance redressal mechanisms- staff association; need and importance, Whitley Councils.

UNIT V – Important Personnel Agencies- Central Ministry of Personnel, Public Grievances and Pensions- structure, functions and role, General administration department of M.P ; Union Public Service Commission(UPSC)- Composition, Organisation, Functions and role; M.P State Public Service Commission(MPPSC); Central Administrative Tribunal(CAT).

Suggested Readings:

- Ghosh, P, Personnel Administration in India, Sudha Publications.
- Sinha, V.M, Personnel Administration: Concept and Comparative Perspective, RSBA Publisher.
- Sinha, V.M, Civil Services and Administrative Development, Printwell Publishers.
- Saxena, A.P, Training and Development in Government, Indian Institute of Public Administration, New Delhi.

ADMIMNNISTRATION IN MADHYA PRADESH

Learningoutcomes

Delineating the constitutional provisions and dynamics of Union- State relationships.

Knowledge of state legislative and executive systems in State of Madhya Pradesh.

Awareness about the administrative set-up and mechanism for the Citizen-State interface, and the prominent bodies(commissions) having role of influencing it.

UNIT I- Constitutional profile of state administration under the Indian Federal system, Powers of State Government; Centre- State Relations: Legislative, Executive, Financial; National Finance Commission, National Development Council, NITI Aayog.

UNIT II – State Legislature: Legislative Assembly in Madhya Pradesh: Origin and Development, Composition, Powers and Functions; Chairman of Legislative Assembly/Speaker: Powers and Functions; Secretariat of the Legislative Assembly, Procedure of Law making in State Legislature and its Committee System; Legislative Control over administration.

UNIT III-State Executive- Governor- Appointment, powers, position and role;Chief Minister- Constitutional position, appointment, power and functions; Council of Ministers- Formation and functions; State Secretariat and Directorate: Organisational structure, Functions and their inter relationship; Chief Secretary: Functions, role and challenges.

UNIT IV- Divisional and District Administration: Divisional Commissioner and District Collector- Function, role and challenges, Collectorate: Office structure; Administration under district level and respective officers- Sub-division,Tehsil/Block,Village; Other District level officers; Police Administration: Organisation of Police Force at the State and District Level; Superintendent of Police; Powers, Duties,Challenges.

UNIT V – State Board and Commissions: Board of Revenue, State Election Commission, State Finance Commission, State Woman Commission, State Human Rights Commission, State Social Welfare Board.

Suggested Readings:

- Arora,Ramesh&Gyoal, Indian Public Administration:Institutions and Issues, New Age International Publication, New Delhi.
- Fadia,B.L.,&Fadia, Kuldeep, Indian Administration,(New Edition), SahityaBhavan, Agra.
- Chakraborty, Bidyut, Indian Administration, SAGE , New Delhi
- Bhagwan,Vishnu, Bhushan, Vidya, Indian Administration, S.Chand Publications

Course Code: BPA - 203 Credits: 6

Maximum.Marks: 70

WESTERN ADMINISTRATIVE THINKERS

Learning outcomes

Acquire theoretical understanding of various modern approaches, models and principles of Public Administration.

Have knowledge about the prominent figure(thinkers)and their major theoretical contribution in the field of administration, governance and management.

Develop professional approach by enhancing understanding about the key elements of administrative behavior and organizational management.

UNIT I-Woodrow Wilson: Woodrow Wilson's Views on Public Administration, Administration and Politics as Two Distinct Domains, Method of Administration;**F.W Taylor:**Basic Concepts of Taylor, Scientific Management of Taylor: An Evaluation

UNIT II –The Bureaucratic School of thought: Karl Marx- State and Bureaucracy; **Max Weber-** Bureaucracy, Authority Structures,General Concept of Bureaucracy, Fundamental Principles of Bureaucracy, Critique of Weber's Bureaucratic Model

UNIT III Dwight Waldo- The Administrative State; **Robert Alan Dahl-** Problems of Science of Administration;

UNIT IV-Henry Fayol: Fundamental Ideas of Fayol, Basic Premises of Management, Principles of Organisation, Impact of Fayol's Principles; **Abraham Maslow:** Abraham Maslow's Theory of Motivation, Functioning of the Hierarchy of Needs Theory, An Appraisal of Maslow's Theory

UNIT V -Herbert Simon: Simon's Views on Classical Theory, Decision-Making in Administration Role of Choice and Behaviour in Decision-Making;**Chester Barnard:** Barnard's Views on Communication, Barnard on Decision Making, Concept of Authority

Suggested Readings:

- Prasad, Prasad &Satyanarayan, Administrative Thinkers, Sterling Publishing House, New Delhi
- Maheshwari, S R, Administrative Thinkers, Mac Milan India Limited, New Delhi
- Sapru, R.K, Administrative Theories and Management Thought, PHI India, New Delhi.
- Singh R.N, Management Thought and Thinkers, Sultan Chand and Sons, New Delhi
- Sharma, PrabhuDutt, Management Thought and Thinkers, Research Publications
- LakshmiKant,M, Public Administration, Tata McGraw-Hill Publishing Comp.

INDIAN CONSTITUTION

Learning outcomes

Awareness about the evolution and growth of the discipline of Political Science .
Learning of basic principles and approaches of Political Science.
Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Polity.

UNIT I-Historical Background – Constituent Assembly Of India – Philosophical Foundations Of The Indian Constitution – Preamble and Salient features of the Indian Constitution. – Fundamental Rights – Directive Principles Of State Policy – Fundamental Duties – Citizenship – Constitutional Remedies For Citizens.

UNIT II –Union Government – Structures of the Union Government and Functions – President – Vice President – Prime Minister – Cabinet – Parliament – Supreme Court of India – Judicial Review.

UNIT III- State Government – Structure and Functions – Governor – Chief Minister – Cabinet – State Legislature – Judicial System in States – High Courts and other Subordinate Courts.

UNIT IV- Central State Relations; Types of emergency-grounds, procedure, duration and effects. Amendment of the constitution- meaning, procedure and limitations; The Principle of Federalism and its contemporary significance; Inter State Council; Parliamentary Committees.

UNIT V - Emergency Provisions and Election Commission - Emergency: Proclamation of Emergency, types of emergency - Election Commission: Role of Chief Election Commissioner - State Election Commission - Functions of Commissions for the welfare of SC/ST/OBC and women.

Suggested Readings-

- Durga Das Basu, Introduction to the Constitution of India, Prentice – Hall of India Pvt.Ltd.. New Delhi
- Subash Kashyap, Indian Constitution, National Book Trust
- J.A. Siwach, Dynamics of Indian Government & Politics
- D.C. Gupta, Indian Government and Politics
- J.C. Johari, Indian Government and Politics
- Hans. J. Raj Indian Government and Politics
- M.V. Pylee, Indian Constitution

Course Code: BPA - 205

Credits:2

Maximum.Marks: 50

संस्कृत भाषा HINDI LANGUAGE

संस्कृत भाषा पाठ्यक्रम

- संस्कृत भाषा 1.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषापाठ्यक्रम :संस्कृतभाषा
- 2.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा : संस्कृत भाषा पाठ्यक्रम संस्कृत भाषा (संस्कृतभाषा)
- 3.संस्कृतभाषा : संस्कृतभाषा पाठ्यक्रम : संस्कृतभाषा पाठ्यक्रम (संस्कृतभाषा)
- 4.संस्कृतभाषा पाठ्यक्रम : संस्कृतभाषा पाठ्यक्रम : संस्कृतभाषा (संस्कृतभाषा)
- संस्कृत भाषा 1.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा :संस्कृतभाषा पाठ्यक्रम : संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा (संस्कृतभाषा)
- 2.संस्कृतभाषापाठ्यक्रम संस्कृतभाषा पाठ्यक्रम (संस्कृतभाषा)
- 3.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा पाठ्यक्रम (संस्कृतभाषा)
- संस्कृत भाषा 1.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा (संस्कृतभाषा)
- 2.संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा (संस्कृतभाषा /संस्कृतभाषा)
- 3.संस्कृतभाषा पाठ्यक्रम (संस्कृतभाषा/संस्कृतभाषा) संस्कृतभाषा (संस्कृतभाषा/संस्कृतभाषा)
- संस्कृतभाषा (संस्कृतभाषा,संस्कृतभाषा,संस्कृतभाषा,संस्कृतभाषा)

संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा

- संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा पाठ्यक्रम
- संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा :संस्कृतभाषा, संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा
- संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा, संस्कृतभाषा पाठ्यक्रम
- संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा, संस्कृतभाषा पाठ्यक्रम संस्कृतभाषा

Course Code: BPA - 206

Credits:2

Maximum.Marks: 50

ENGLISH LANGUAGE
English Language and Foundation

UNIT I Text Interpretation Skills-

1. Daffodils- Wordsworth
2. Bangle Sellers – Sarojini Naidu
3. Patriotism Beyond Politics and Religion – A.P.J.Kalam
4. Letter to God – G.L.Swanteh (Translated by Donald Yates)
5. God Sees the Truth byt Waits – Leo Tolstoy

UNIT II **Comprehension Skills** : Multiple choice questions based on unseen passages.

UNIT III **Language Skills** : Use of Idioms, phrases and punctuations, Mis-spelt &

Inappropriate Words and Cloze Test, Conjunctions, Re-organizing jumbled Sentences, Spotting the errors.

Suggested Readings:

- Oxford English Language Reference. Compact Oxford Dictionary, Thesaurus and word power guide.
- Brush Up Your English by S T Imam, BharatiBhawan Publishers& Distributors
- S.P.Dhanvel, English and Soft Skills, Orient Black Swan,
- Dr. M.Farook, English for communication, Emerald Publishers.

Course Code: BPA - 107 Credits: 6

Maximum.Marks: 70

FIELD PROJECT

Field Project with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department

Course Code: BPA - 108 Credits: 6

Maximum.Marks: 70

COMPREHENSIVE VIVA-VOCE

A comprehensive viva-voce of virtual credits will be conducted at the end of each year of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce.

THIRD YEAR

<i>B.Ain Public Administration III Year,</i>		
Code	SubjectName	Credits

BPA-301	Financial Administration	06
BPA-302	Local Governance	06
BPA-303	Social Welfare	06
BPA-304	Good Governance	06
BPA-305	Hindi Language	02
BPA-306	English Language	02
BPA- 307	Field Project	02
BPA-307	Comprehensive Viva Voce	02
Totalcredits		32

Course Code: BPA - 301 Credits: 6

Maximum.Marks: 70

FINANCIAL ADMINISTRATION

Learningoutcomes

Awarenessabouttheevolutionandgrowthofthedisciplineof Political Science .

Learningof basicprinciples andapproaches ofPolitical Science.

Theoreticalclarity of basic concepts and dynamics (both ecological andothers)relating to Polity.

UNIT I - Economy: Meaning, Type and Scope; Capitalist economy, Socialist Economy and Mixed economy: Features, Merits and Demerits; Financial Administration: Meaning, Principles, Element, Scope and Importance; Public Finance: Meaning, Nature and Scope, Revenue and Expenditure: Nature, Scope and Significance.

UNIT II – Budget: Concept and Definition, Types, Principles and Importance, Budgetary Process; Line Budget, Performance Budget, Zero Base Budget, Planning: Programming Budgeting System, Gender Budget- Objectives, Advantages and Disadvantages; Sunset Legislation: Concept and Significance, Accounts and Audit: Concept, Types and Importance.

UNIT III- Indian Economy: Salient Features and Challenges, Union-State Financial Relations; Indian Banking System: Feature, Importance and Challenges; Budget: Process in India, Budget making, Budget Enactment and Budget Implementation; Agencies involved in Budgetary Process: Finance Ministry, Administrative Departments, NITI Ayog, Comptroller and Auditor General of India; Functional powers and Importance.

UNIT IV- Public Finance in India: Nature and Features, Control over Public Finance in India; Budgetary Control, Parliamentary control, Estimate Committee, Public Accounts Committee, Committee on Public Undertakings; Public Enterprises: Meaning, Types and Importance, Features and Contemporary issues of Public Enterprises in India.

UNIT V – Taxation: Meaning and Principles, Tax resources of Central and State governments, Salient features of Indian Tax Sytem; Monetary policy and Fiscal Policy: Features and Importance, Reserve

Bank of India: Structure and Functions; New Economic Policy of 1991: Major Provisions and Impact of Globalisation, Liberalization and Privatization.

Suggested Readings:

- DuttSundaram, Indian Economy, S.Chand Publication.
- GoelS.L.,Public Financial Administration, Deep &Deep Publications.
- Gupta,P.K., LabourEconomics,Vrinda Publications.
- Jhingan,M.L.,Jhingan,B.K., The Economic Development and Planning, Vrinda Publications.
- Lall, G.S.,Public Finance and Financial Administration in India, H.P.J.Kapoor,New Delhi.

LOCAL GOVERNANCE

Learning outcomes

Awareness about the evolution and growth of the discipline of Political Science .

Learning of basic principles and approaches of Political Science.

Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Polity.

UNIT I - Democratic Decentralization: Concept, Local Governance: Meaning, evolution and growth in India; Characteristics and importance of local governance; Community Development Programme, Committees and Commissions on local governance constituted by the Government of India.

UNIT II –Rural Local Governance: Salient features of the 73rd Constitutional Amendment Act 1992; Gram Sabha, Gram Panchayat, Janpad Panchayat, Zila Panchayat- their composition, function and role; Financial Resources and Budgetary process of rural local bodies; M.P Panchayat Raj Adhiniyam 1993.

UNIT III- Institutional Framework and Personnel for Panchayati Raj Institutions: District Rural Development Agency, District Planning Committee Village Court(Gram Nayayalay);System of Personnel in Panchayats; Panchayat Secretary, Janpad CEO, Zila Panchayat CEO- appointment, functions and role;Role of women in rural governance.

UNIT IV- Urban Local Governance and Development: Urban Governance- historical perspective; Urbanization- concept,trends and challenges;74th Constitutional amendment Act 1992- Salient features, structure, composition, functions of Municipal corporations and municipalities; Personnel for urban local governance- Mayor, Municipal Commissioner; Financial resources and Budgetary process of urban local bodies; Urban Development Programme like AMRUT(Atal Mission for Rejuvenation and Urban Transformation), NUHM(National Urban Health mission), SMART Cities and other recent trends.

UNIT V – State and Local Governance: Relation between State government and Local governance bodies; State control over local bodies; State Election Commission; State Finance Commission;Problems of local bodies and suggestions for improvement; Administrative Reforms in Local Governance; Recall System in local bodies.

Suggested Reading :

- Avasthi,A., Municipal Administration in India, Lakshmi Narain Agrawal,Agra.
- Sharma, M.P., Local Self Government in India, Kitab Mahal, Allahabad.
- Sachdeva, Pradeep, Local Government in India, Pearson Publication, Delhi.
- Sachdeva, Pradeep, Urban Local Government and Administration in India: Theory and Practice, Deep and Deep Publications, New Delhi.

SOCIAL WELFARE

Learning outcomes

Awareness about the evolution and growth of the discipline of Political Science .

Learning of basic principles and approaches of Political Science.

Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Polity.

UNIT I- Social Welfare Administration: Meaning, nature and scope; Principles, functions and Significance, Distinction between Public Administration and Social Welfare Administration; Methods of Social Administration: Social case work method, Social Group Work Method, Community Organisation Method.

UNIT II – Social Welfare Administration in India-Organisational structure: Social welfare administration at Central level, Ministry of Social Justice and Empowerment-Organisation and functions; Central Social Welfare Board-objectives, composition and functions; Social Administration at State level (with reference to Madhya Pradesh); Social Justice and Disabled Welfare Department; State Social Welfare Advisory Board.

UNIT III-Welfare Provisions for Weaker Sections: Provisions for welfare of Scheduled Caste, Scheduled Tribes and other backward classes in the Indian Constitution; Commissions for SC/ST and OBCs; Development programs for the weaker sections. Major social sectors-Health and Education.

UNIT IV-Social Policy in India: Social Policy- Meaning, Features, components and need of social policy, process of formulation of social policy; Development of social policy in India; Policy and problems from the perspective of the welfare of SC, ST, Women and Children; Women and Child Development, Department at Central and State levels- structure and functions.

UNIT V –Social Legislations and Social Welfare Voluntary Agencies: Social legislation in India-meaning, need, inadequacies and suggestions. Role, significance and problems of Social Welfare Voluntary Agencies in India. Personnel for Social administration, Role of Civil Society.

Suggested Readings :

- Chaturvedi, T.N. & Chandra, Kohli, Social Administration: Development & Change, Indian Institute of Public Administration, Delhi.
- Chowdhary, D. Paul, Social Welfare Administration, Atma Ram and Sons, New Delhi.
- Dilshad Mohd, Social Welfare Administration, Indian Books and Periodicals, New Delhi.
- Goel, S.L. Social Welfare Administration, Deep and Deep Publications, Delhi

GOOD GOVERNANCE

Learning outcomes

Conceptual understanding of various facets of governance, their scope and significance.

Knowledge of various tools and measures in practice for the achievement of good governance in India and Madhya Pradesh.

Critical understanding of role of legislature, judiciary, executive, political bodies, NGOs and the civilians for meeting out good governance.

UNIT I- Conceptual Construct: Governance- Concept, Conceptual Background and Scope; Good Governance: Meaning, Objectives and characteristics, scope and significance; Difference between Government, Governance, Good governance and Development, Idea of Ram Rajya; Characteristics of good governance in developed countries and developing countries.

UNIT II – Determining Factors: Good Governance and its indicators in World Bank Reports, Good Governance Index. Good Governance in various forms of Governments: Parliamentary, Presidential, Authoritarian and Democratic; Impact of Globalization.

UNIT III- Essential Elements : Elements of Good Governance and measures for their achievement; Rule of Law, People Participation, Transparency, Accountability and Responsiveness, Efficiency and Effectiveness, Equity.

UNIT IV- Tools and Measures (Indian Context) Concept, characteristics and the role of- Citizen Charter, Election Manifesto, Right to Information, Information and Communication Technology, Judicial Activism, Public Interest Litigation, E-Governance.

UNIT V – Role of Various Agencies/Actors (Indian Context): Role and Significance- Legislature, People Representatives, Judiciary, Bureaucracy, Political Parties and Pressure Groups, Civil Society, Think Tank and NGOs; Madhya Pradesh LokSeva Guarantee Act.

Suggested Readings :

- Mathur, Kuldeep, From Government to Good Governance, National Book Trust, New Delhi.
- Bhagel, C.L Yogendra Kumar, Good Governance Concept and Approaches, Kanishka publications, New Delhi.
- Biju.M.R., Good Governance and Administrative Practices, Mittal Publications, New Delhi.
- Sinha, Madan Gopal, Upadhyaya Arun Kumar, Good Governance in India, Concepts and Practices

Course Code: BPA - 305

Credits:2

Maximum Marks: 50

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Course Code: BPA - 306 Credits:2

Maximum.Marks: 50

ENGLISH LANGUAGE

English Language and Communication Skills

English Language and Communication Skills

UNIT I Reading, Writing and Interpretation Skills:(Text-Based)

1. The Express- Stephen Spender
2. The World is too Much with US- William Woordworth

- ## 2. The World is too Much with US- William Woordworth

3. My Financial Career- Stephen Leacock

4. Running for Governor-Mark Twain

UNIT II Essay Writing- Topical Essays : Terrorism ,Covid-19 Pandemic, India and the Modern World, The Role of Women in the New Era, The Global World.

UNIT III (a) Communicative Skills : Words often Confused, Misused, Idiomatic Expressions and

And Proverbs, etc.

(b) Essential Conversations : Introducing Yourself, Introducing Other Persons, Meeting Someone First Time, At the Airport, Ordering Food in a Restaurant, Talking about a Movie, etc.

(c) Filling an F.I.R, Writing a Resume, E-mail Writing, Blog Writing on a given topic.
Key Words : Manifesto, Self-Possession, Streamline, Rage, Meteors, Fierce, Perjury, Intent, Campaign, Malicious, English Communication, Competence, Soft Skills, Practical Knowledge, Resume, CV, Blog, Blog Writer and E-mails.

Suggested Readings :

- Essential English Grammar – Raymond Murphy, Cambridge University Press.
- Practical English Grammar Exercises 1- A.J. Thomson & A.V. Martinet, Oxford India
- Practical English Usage – Michael Swan, Oxford.
- English Grammar in Use – Raymond Murphy, Cambridge University Press.

Course Code: BPA - 107 Credits: 6

Maximum Marks: 70

FIELD PROJECT

Field Project with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department.

Course Code: BPA - 108 Credits: 6

Maximum.Marks: 70

COMPREHENSIVE VIVA-VOCE

A comprehensive viva-voce of virtual credits will be conducted at the end of each year of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce.