

**Curriculum Book**  
And  
**Assessment and Evaluation Scheme**  
Based on  
**Outcome Based Education (OBE)**  
In  
**Master of Public Administration**

**MA (Public Administration)**

**2 Years Degree Program**

**Revised as on 01 August 2023**

**Applicable w.e.f. Academic Session 2023-24**



**AKS University**

**Satna, 485001, Madhya Pradesh, India**

**Faculty of Social Science and Humanities**

**Department of Arts**





AKS University  
Faculty of Social Science and Humanities  
Curriculum of M.A (PUBLIC ADMINISTRATION) Program  
(Revised as on 1.8.2023)

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HOD  
Department of Arts  
DEPARTMENT OF ARTS  
AKS UNIVERSITY, SATNA

  
DEAN  
Faculty of Social Science and  
Humanities  
AKS UNIVERSITY, SATNA (M.P.)

  
Vice Chancellor

Professor B.A. Chopade  
Vice-Chancellor  
AKS University  
Satna, 485001 (M.P.)



AKS University  
Faculty of Social Science and Humanities  
Curriculum of M.A (PUBLIC ADMINISTRATION) Program  
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## Forwarding

I am delighted to observe the updated curriculum of the Department of Art for MA Public Administration Program, which seamlessly integrates the most recent trends and corporate affairs in the field of Public Administration and adheres to the guidelines set forth by AICTE and UGC. The revised curriculum also thoughtfully fully incorporates the directives of NEP-2020.

The alignment of course outcomes (COs), Program Outcome (POs) and Program specific outcomes (PSOs) has been intricately executed, aligning perfectly with the requisites of NEP- 2020 and NAAC standards. I hold the belief that the revised syllabus will significantly enhance the skills and employability of our students.

With immense satisfaction, I hereby present the revised curriculum for the MA Public Administration program for implementation in the upcoming session.

01 August 2023

ER. Anant Soni  
Pro Chancellor & Chairman  
AKS University, Satna



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## *From the Desk of the Vice-Chancellor*



It is with great pleasure and pride that I welcome you to the Master of Arts in Public Administration (MAPA) program at our esteemed institution. Our program stands as a beacon for those committed to advancing the principles of effective governance, ethical public service, and transformative leadership. As Vice-Chancellor, I am dedicated to ensuring that our MAPA program not only imparts robust academic knowledge but also fosters a deep understanding of the complex dynamics that shape public administration today.

Our curriculum is meticulously crafted to cover a broad spectrum of topics, including policy analysis, public finance, organizational behavior, and strategic management. These courses are taught by our distinguished faculty members, who are renowned scholars and practitioners in their fields. They bring a wealth of experience and a passion for teaching that inspires our students to achieve their fullest potential. The program emphasizes a blend of theoretical rigor and practical application, providing students with the analytical skills and hands-on experiences necessary to tackle real-world challenges effectively.

In the MAPA program, we place a strong emphasis on ethical leadership and accountability. We believe that public administrators must be guided by principles of transparency, equity, and integrity. Our students are encouraged to engage critically with these concepts, understanding their importance in fostering public trust and achieving sustainable societal outcomes.

Moreover, we are proud to offer numerous opportunities for experiential learning. Through internships, field projects, and collaborations with government agencies and non-governmental organizations, our students gain invaluable insights and make significant contributions to their communities. These experiences not only enhance their academic learning but also prepare them to become impactful leaders in the public sector.

As you embark on this enriching academic journey, I urge you to take full advantage of the diverse resources and opportunities available to you. Engage actively with your peers, participate in academic and extracurricular activities, and immerse yourself in the vibrant intellectual community that defines our program. Your time in the MAPA program will be a period of profound growth, learning, and professional development.

I am confident that your dedication and hard work will lead to remarkable achievements, both during your time here and in your future careers. Together, let us strive to advance the field of public administration, making a lasting difference in the lives of individuals and communities. Thank you for choosing our MA in Public Administration program. I look forward to celebrating your successes and contributions to public service.

*Professor B. A. Chopade  
Vice- Chancellor  
AKS University, Satna*

*01 August 2023*



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## *Preface*

As we embark on a new chapter in the ever-evolving field of public administration, I am delighted to present the Master of Arts in Public Administration (MAPA) program at our esteemed institution. The program is designed to meet the growing demands for adept public service professionals who are equipped with the knowledge, skills, and ethical grounding necessary to navigate the complexities of modern governance and administration.

Public administration today faces unprecedented challenges and opportunities. From addressing the impacts of global pandemics and climate change to ensuring social equity and justice, public administrators play a crucial role in shaping policies that influence the very fabric of society. The MAPA program is committed to preparing students to meet these challenges head-on, fostering a new generation of leaders who are ready to make a meaningful impact.

Our comprehensive curriculum covers a wide range of essential topics, including policy analysis, public finance, organizational behavior, and strategic management. This academic foundation is further enriched by the diverse expertise of our faculty, who bring both scholarly insight and practical experience to the classroom. Their dedication to teaching and mentorship ensures that our students receive a well-rounded education that bridges theory and practice.

The program places a strong emphasis on ethical leadership and public accountability. We believe that integrity, transparency, and equity are the cornerstones of effective public service. Throughout their studies, students are encouraged to critically engage with these values, understanding their significance in building public trust and fostering sustainable development.

Experiential learning is a key component of the MAPA program. Through internships, fieldwork, and collaborative projects with governmental and non-governmental organizations, students gain hands-on experience and practical insights that complement their academic studies. These opportunities not only enhance their professional competencies but also prepare them to contribute effectively to the communities they serve.

As you delve into the pages that follow, you will discover a program that is dynamic, challenging, and deeply committed to excellence. Whether you are an aspiring public servant, a mid-career professional looking to advance your skills, or a researcher seeking to explore new frontiers in public administration, the MAPA program offers a transformative educational journey.

I invite you to explore the MA PA program and join us in our mission to advance the field of public administration. Together, we can create innovative solutions to the complex issues facing our society and inspire a future of effective, ethical, and equitable public service.

Professor (Dr.) Harshwardhan Shrivastava  
Dean, Faculty of Management Studies  
AKS University, Satna

01 August 2023



**A K S University**  
**Faculty of Social Science and Humanities**  
**Curriculum of M.A (PUBLIC ADMINISTRATION) Program**  
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**Introduction:**

The Faculty of Public Administration offers various courses for students to impart the key concepts of Administration and its applications in an organization. Apart from the basic courses of Administration like BA and MA, MA in Logistics, and Supply Chain Administration. Our professional courses emphasize on the combination of core Public Administration subjects and skill courses which lead to the holistic development of the students.

**VISION:** The Master of Arts in Public Administration program envisions creating a transformative learning environment that cultivates ethical, innovative, and effective public service leaders. Our graduates will be equipped with the knowledge, skills, and values necessary to address complex public issues, promote social justice, and drive sustainable development in a globalized world.

**MISSION**

**M 1:** Equip students with the skills to adapt to changing environments and emerging challenges in the public sector

**M 2:** Our aim is to provide and maintain an emphasis on the continuous improvement of programs and services.

**M 3:** We believe in nurturing the young minds of students by effective training in the concerned subject and guiding them to lay the strong foundation for a successful career.

**Program Educational Objectives (PEOs):**

**PEO 1:** To Graduates will demonstrate effective leadership and management skills in public and non-profit organizations, contributing to organizational success and public service excellence.

**PEO 2:** To Graduates will embrace innovation and demonstrate adaptability in responding to emerging challenges and opportunities within the public sector, leveraging technology and best practices.

**PEO 3:** To Graduates will integrate principles of sustainable development and environmental stewardship into their work, advocating for policies and practices that promote long-term societal well-being.

**PEO 4:** To Graduates will engage in continuous learning and professional development, staying informed of current research and advancements in public administration to enhance their expertise and effectiveness.

**Program Outcomes (POs):**

**PO 1: The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough** - Students acquire knowledge in the fields of social sciences, literature, and humanities, making them sensitive and sensible enough to understand and address social issues.



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- PO 2: The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Programs of their choice** - The program empowers graduates to appear for various competitive examinations or choose postgraduate programs of their choice.
- PO 3: The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.** The BA program enables students to acquire knowledge embedded with human values, forming a foundation to deal with various problems in life with courage and humanity.
- PO 4: The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever** - Be ignited to think critically and act proactively to devise solutions for various human life issues, contributing to a better world.
- PO 5: Program provides the base to be the responsible citizen** - Develop the foundation to become responsible citizens, actively participating in societal improvement.
- PO 6: Environment and sustainability-** Understand and apply principles of environmental conservation and sustainability in personal and professional contexts.
- PO 7: Ethics** - Apply ethical principles in conducting research and engaging with communities, demonstrating a commitment to integrity and social responsibility.
- PO 8: Individual and team work** - Demonstrate the ability to work effectively both independently and as part of a team.
- PO 9: Communication** - Communicate ideas, findings, and arguments clearly and effectively in both written and oral forms.
- PO 10: Project management and finance** - Acquire skills in project management and an understanding of financial principles relevant to sociological practice.
- PO 11: Life-long learning** - Embrace lifelong learning, continuously seeking personal and professional development.

### **Program Specific Outcomes (PSOs):**

- PSOs 1: Able to know about the research and development opportunities in the field of administration / policy/ governance studies** - Research and development opportunities in the fields of administration, policy, and governance studies are abundant and diverse, encompassing various disciplines and areas of focus. Here is an overview of key opportunities and areas for research and development:
- PSOs 2: Analyze the effectiveness of governmental policies and Programs-** Analyzing the effectiveness of governmental policies and programs involve a systematic approach to assess how well these initiatives achieve their intended objectives and their impact on society.
- PSOs 3: Deliberate about the administrative techniques, process and ethics-** Deliberating about administrative techniques, processes, and ethics involves a comprehensive examination of the methods and practices used in public administration, the workflows and procedures involved, and the ethical principles guiding public administrators



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**Consistency / Mappings of PEOs with Mission of the Department**

PEO	M 1	M 2	M 3
PEO 1	H	M	H
PEO 2	H	H	H
PEO 3	H	M	H
PEO 4	M	H	H

**Correlation Indices: H=High, M=Medium, L=Low, N=Nil**

**General Course Structure & Theme**

**1. Definition of Credit**

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit

**2. Range of Credits:**

In the light of the fact that a typical Model Two-year Post Graduate degree program in Administration has about 100 credits, the total number of credits proposed for the Two-year master of P u b l i c administration is kept as 105 considering NEP-20 and NAAC guidelines.

**3. Structure of PG Program in master of Public administration:**

The structure of PG Program in master of Public administration shall have essentially the following categories of courses with the breakup of credits as given:





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## General Course Structure and Credit Distribution

### Curriculum of Master of Public administration

<b>Semester –I</b>		<b>Semester –II</b>	
Course Title	Credit	Course Title	Credit
1. Theories & Principles of Public Administration	4:0:0 = 4	1. Organization and Management	4:0:0 = 4
2. Public Personnel Administration	4:0:0 = 4	2. Personnel Administration in India	4:0:0 = 4
3. Element of Financial administration	4:0:0 = 4	3. Comparative & Development Administration	4:0:0 = 4
4. Constitutional system in India: I	4:0:0 = 4	4. Constitutional system in India: II	4:0:0 = 4
<b>Total Credit</b>	<b>16</b>	<b>Total Credit</b>	<b>16</b>
<b>Semester –III</b>		<b>Semester – IV</b>	
Course Title	Credit	Course Title	Credit
1. Public Administration in India	4:0:0 = 4	1. Local Administration	4:0:0 = 4
2. Administrative thought	4:0:0 = 4	2. Development Administration in India Perspectives	4:0:0 = 4
3. Social Welfare Administration	4:0:0 = 4	3. Methods and Techniques & Research Establish	4:0:0 = 4
4. Concept of human Resources Development and Planning	4:0:0 = 4	4. (A) Rural Local Administration: With Due Reference to M.P. (B) Strategies and Issues in Human Resource Development (C) Urban Local, Administration in India, With Due Reference To M.P.	4:0:0 = 4
<b>Total Credit</b>	<b>16</b>	<b>Total Credit</b>	<b>16</b>

- i. Major Research Project: major research project is compulsory for all 4<sup>th</sup> Semester students in a particular topic of Public Administration.



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## Category-wise Courses

**Number of Public Administration Core Course : 16, Credits: 64**

Sl.	Code No.	Subject	Semester	Credits
1	70PAD101	Theories & Principles of Public Administration	1	4:0:0 = 4
2	70PAD102	Public Personnel Administration	1	4:0:0 = 4
3	70PAD103	Element of Financial administration	1	4:0:0 = 4
4	70PAD104	Constitutional system in India: I	1	4:0:0 = 4
5	70PAD201	Organization and Management	2	4:0:0 = 4
6	70PAD202	Personnel Administration in India	2	4:0:0 = 4
7	70PAD203	Comparative & Development Administration	2	4:0:0 = 4
8	70PAD204	Constitutional system in India: II	2	4:0:0 = 4
9	70PAD301	Public Administration in India	3	4:0:0 = 4
10	70PAD302	Administrative thought	3	4:0:0 = 4
11	70PAD303	Social Welfare Administration	3	4:0:0 = 4
12	70PAD304	Concept of human Resources Development and Planning	3	4:0:0 = 4
13	70PAD401	Local Administration	4	4:0:0 = 4
14	70PAD402	Development Administration in India Perspectives	4	4:0:0 = 4
15	70PAD403	Methods and Techniques & Research Establish	4	4:0:0 = 4
16	70PAD404-A	Rural Local Administration: With Due Reference to M.P.	4	4:0:0 = 4
17	70PAD404-B	Strategies and Issues in Human Resource Development	4	4:0:0 = 4
18	70PAD404-C	Urban Local, Administration in India, With Due Reference To M.P.	4	4:0:0 = 4
<b>Total Credits:</b>				<b>64</b>



## Induction Program

Induction program for students to be offered right at the start of the first year. It is mandatory. AKS University has designed an induction program for 1<sup>st</sup> year student, details are below:

- i. Physical activity
- ii. Creative Arts
- iii. Universal Human Values
- iv. Proficiency Modules
- v. Lectures by Eminent speakers
- vi. Visits to local Areas
- vii. Familiarization to Dept./Branch & Innovations

### Evaluation Scheme:

**1. For Theory Courses:**

- i. The weight age of Internal assessment is 50% and
- ii. End Semester Exam is 50%

The student has to obtain at least 40% marks individually both in internal assessment and end semester exams to pass.

**2. For Practical Courses:**

- i. The weight age of Internal assessment is 50% and
- ii. End Semester Exam is 50%

The student has to obtain at least 40% marks individually both in internal assessment and end semester exams to pass.

**3. For Summer Internship / Projects / Seminar etc.**

Evaluation is based on work done, quality of report, performance in viva-voce, presentation etc

## Semester wise Course Structure

### Semester wise Brief of total Credits and Teaching Hours

Semester	L	T	P	Total Hours Per Week	Total Hours	Total Credit
<b>Semester –I</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>12 X 15 = 435</b>	<b>16</b>
<b>Semester –II</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>12 X 15 = 360</b>	<b>16</b>
<b>Semester –III</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>12 X 15 = 375</b>	<b>16</b>
<b>Semester – IV</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>12 X 15 = 525</b>	<b>16</b>
<b>Total</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>48 X 15 =720</b>	<b>64</b>



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### Details of Semester Wise Course Structure

#### Semester – I

SN	Code	Course Title	L	T	P	Credit
1	70PAD101	Theories & Principles of Public Administration	4	0	0	4
2	70PAD102	Public Personnel Administration	4	0	0	4
3	70PAD103	Element of Financial administration	4	0	0	4
4	70PAD104	Constitutional system in India: I	4	0	0	4
<b>Total</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

#### Semester – II

SN	Code	Course Title	L	T	P	Credit
1	70PAD201	Organization and Management	4	0	0	4
2	70PAD202	Personnel Administration in India	4	0	0	4
3	70PAD203	Comparative & Development Administration	4	0	0	4
4	70PAD204	Constitutional system in India: II	4	0	0	4
<b>Total</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

#### Semester – III

SN	Code	Course Title	L	T	P	Credit
1	70PAD301	Public Administration in India	4	0	0	4
2	70PAD302	Administrative thought	4	0	0	4
3	70PAD303	Social Welfare Administration	4	0	0	4
4	70PAD304	Concept of human Resources Development and Planning	4	0	0	4
<b>Total</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>



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### Semester - VI

SN	Code	Course Title	L	T	P	Credit
1	<b>70PAD401</b>	Local Administration	4	0	0	4
2	<b>70PAD402</b>	Development Administration in India Perspectives	4	0	0	4
3	<b>70PAD403</b>	Methods and Techniques & Research Establish	4	0	0	4
4	<b>70PAD404-(A)</b>	Rural Local Administration: With Due Reference to M.P.	4	0	0	4
	<b>70PAD404-(B)</b>	Strategies and Issues in Human Resource Development				
	<b>70PAD404-(C)</b>	Urban Local, Administration in India, With Due Reference To M.P.				
<b>Total</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>



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# I MA PUBLIC ADMINISTRATION



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**AKS University**  
**Faculty of Social Science and Humanities**  
**Department of Arts**  
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**Semester-I**

**Course Code:** 70PAD101

**Course Title :** THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD101 .1 Students** will be able to define public administration and list its nature and scope.

**70PAD101.2:** Students will be able to differentiate between public administration and new public administration.

**70PAD101.3:** Students will be able to evaluate the origin of public administration as a discipline.

**70PAD101.4:** Conceptualize the theoretical foundations of Administrative thought of Modern (Woodrow Wilson) periods.

**70PAD101.5:** Analyse the important Principles of Scientific Management and Administration



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**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours (CI+LI+SW+SL)	Total Credits (C)
			CI	LI	SW	SL		
Program Core (36)	70PAD101	THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION	4	0	02	01	7	4

- Legend:**
- CI:** Class room Instruction (Includes different in structural strategies i.e. Lecture (L) and Tutorial (T) and others),
  - LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)
  - SW:** Sessional Work (includes assignment, seminar, mini project etc.),
  - SL:** Self Learning,
  - C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )								
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)			
	70PAD 101	THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.





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**70PAD101 .1** Students will be able to define public administration and list its nature and scope.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15

Session Out comes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Overview of Meaning, nature, scope & significance of public administration and its <b>SO1.2</b> Understand the overview new horizons, private and public administration <b>SO1.3</b> Understand the overview state versus market debate. <b>SO1.4</b> Understand the overview Good governance: concept and application..		<b>Unit-1.0</b> Public administration 1.1 Public Administration 1.2 Meaning, 1.3 nature, 1.4 scope 1.5 significance of public administration 1.6 and its 1.7 new horizons, 1.8 private and 1.9 public administration: 1.10 state versus 1.11 Market debate. 1.12 New public administration and	

**70PAD101.2:** Students will be able to differentiate between public administration and new public administration.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Out comes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO2.1</b> Concept the Evolution of public administration as an independent discipline and its present status <b>SO2.2</b> Understanding about public administration as an art and science. <b>SO2.3</b> Understanding the Approaches and methods to study of public administration, <b>SO2.4</b> Understanding the Public administration in developing societies.		<b>Unit 2.</b> Evolution of public administration 2.1 Evolution of public administration as an independent discipline and its present status, 2.2 Public administration as an art and science. 2.3 Approaches and methods to study of public administration, 2.4 Public administration in developing societies. Certainly 2.5 Classical Public Administration 2.6 Scientific Management	



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		2.7 Human Relations Movement 2.8 Bureaucratic Theory 2.9 New Public Administration 2.10 Public Choice Theory 2.11 7. New Public Management 2.12 8. Governance and Network Theory	
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**70PAD101.3:** Students will be able to evaluate the origin of public administration as a discipline.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Out comes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO3.1</b> Concept of organization; importance, meaning, basis; <b>SO3.2</b> formal and informal organization <b>SO3.3</b> Understanding the Theory and approaches: classical theory, bureaucratic theory, <b>SO3.4</b> Understanding about human relation movement and behavioral approaches,	.	<b>Unit-3 :</b> Organization 3.1 organization; 3.2 Concept 3.3 importance, 3.4 meaning, 3.5 basis; 3.6 formal and 3.7 Informal organization. 3.8 Theory and 3.9 approaches: 3.10 classical theory, 3.11 bureaucratic theory, 3.12 human relation movement and	

**70PAD101.4:** Conceptualize the theoretical foundations of Administrative thought of Modern (Woodrow Wilson) periods.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Out comes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding about Principles of organization: Hierarchy, span of control</p> <p><b>SO4.2</b> Understanding about the unity of command, authority</p> <p><b>SO4.3</b> Understanding about the responsibility, authority</p> <p><b>SO4.4</b> Understanding about the coordination, centralization &amp; de-centralization</p>	.	<p><b>Unit-4 :</b> Principles of organization</p> <p>4.1 Principles of organization:</p> <p>4.2 Hierarchy,</p> <p>4.3 span of control,</p> <p>4.4 unity of command,</p> <p>4.5 authority</p> <p>4.6 responsibility,</p> <p>4.7 authority</p> <p>4.8 influence,</p> <p>4.9 supervision,</p> <p>4.10 delegation,</p> <p>4.11 coordination,</p> <p>4.12 centralization</p>	

**70PAD101.5:** Analyse the important Principles of Scientific Management and Administration

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes(SOs)	(LI)	Class room Instruction(CI)	(SL)
<p><b>SO5.1</b> Understand about the Structure of organization: chief executive and its</p> <p><b>SO5.2</b> Understanding about the staff and auxiliary agencies, department, public corporation,</p> <p><b>SO5.3</b> Understanding about the independent regulatory commission,</p> <p><b>SO5.4</b> Understanding about the board &amp; commission and head quarter field relationship.</p>		<p><b>Unit 5:</b> Structure of organization</p> <p>5.1 Structure of organization:</p> <p>5.2 chief executive and its</p> <p>5.3 role in organization;</p> <p>5.4 line,</p> <p>5.5 staff and</p> <p>5.6 auxiliary agencies</p> <p>5.7 department</p> <p>5.8 public corporation,</p> <p>5.9 independent regulatory c</p> <p>5.10 omission,</p> <p>5.11 board</p> <p>5.12 commission</p>	



### Brief of Hours suggested for the Course Outcome

Course Outcomes	Class Lecture (Cl)	Session Work (SW)	Self Learning (Sl)	Total hour (Cl+SW+Sl)
<b>70PAD101.1</b> Students will be able to define public administration and list its nature and scope.	12	02	01	15
<b>70PAD101.2:</b> Students will be able to differentiate between public administration and new public administration.	12	02	01	15
<b>70PAD101.3:</b> Students will be able to evaluate the origin of public administration as a discipline.	12	02	01	15
<b>70PAD101.4:</b> Conceptualize the theoretical foundations of Administrative thought of Modern (Woodrow Wilson) periods.	12	02	01	15
<b>70PAD101.5:</b> Analyze the important Principles of Scientific Management and Administration	12	02	01	15
<b>Total Hours</b>	<b>60</b>	<b>10</b>	<b>05</b>	<b>75</b>

### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
<b>70PAD101.1</b>	Public administration	01	01	03	05
<b>70PAD101.2</b>	Evolution of public administration	01	01	03	05
<b>70PAD101.3</b>	Organization	-	03	10	13
<b>70PAD101.4</b>	Principles of organization	-	03	10	13
<b>70PAD101.5</b>	Structure of organization	01	03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming



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### Suggested Learning Resources:

#### (a) Books:

S. No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York: Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta: World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. Pushpa soni Dept. of Arts AKS University, Satna .			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

#### CO-PO Mapping:

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make	The M.A. Master will be acquainted with the social, economical, historical, geographical, political,	The program also empowers the graduates to appear for various competitive examinations or	The B. A. program enables the students to acquire the knowledge with human values framing the base	The students will be ignited enough to think and act over for the solution of various issues prevalent in the human life to	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over	Students will use various political concepts and ideology to analyze new situations.
70PA D101.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D101.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D101.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D101.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D101.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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## Course Curriculum Map

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6, 7,8,9,10,11, 12 PSO:1,2,3	<b>70PAD101.1</b> Students will be able to define public administration and list its nature and scope.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Public administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6 ,7,8,9,10,1 1,12 PSO: 1,2,3	<b>70PAD101.2:</b> Students will be able to differentiate between public administration and new public administration.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Evolution of public administration 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6 ,7,8,9,10,1 1,12 PSO: 1,2,3	<b>70PAD101.3:</b> Students will be able to evaluate the origin of public administration as a discipline.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Organization 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6 ,7,8,9,10,1 1,12 PSO: 1,2,3	<b>70PAD101.4:</b> Conceptualize the theoretical foundations of Administrative thought of Modern (Woodrow Wilson) periods.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Principles of organization 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6 ,7,8,9,10,1 1,12 PSO: 1,2,3	<b>70PAD101.5:</b> Analyse the important Principles of Scientific Management and Administration	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Structure of organization 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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Faculty of social science and humanities

**Department of Arts**

**Curriculum of M.A. PUBLIC ADMINISTRATION**

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## Semester-I

**Course Code:** 70PAD102

**Course Title :** Public Personnel Administration

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. PUBLIC ADMINISTRATION

**Rationale:** It is about public administration, At present let us see if the students have to go to the administrative field. Or, if they want to establish any industry or organization, then it is very important for them to have basic knowledge of its subject. So that it can run an organization or administrative organization easily. By studying this course, students will develop leadership skills and the quality of handling an organization. Therefore, it is important that students study the subject of Public Administration and understand its various principles and approaches and can implement it in the future.

### Course Outcomes:

- 70PAD102.1.** Academic understanding of the key concepts and ideas of Public Personnel Administration.
- 70PAD102.2** .Knowledge about the recruitment, training and promotion system of civil services in India
- 70PAD102.3.** Knowledge about the public personnel system in India (all India, Central, state services).
- 70PAD102.4.** Knowledge about the employer- employee relationship.
- 70PAD102.5** .Awareness about the organizational set up and functions of ministry and the recruitment agencies.

### Scheme of Studies:

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours (CI+LI+SW+SL)	Total Credits (C)
			CI	LI	SW	SL		
Program Core	70PAD102	Public Personnel Administration	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

### Scheme of Assessment:

#### Theory

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Class/Home Assignment 5 number 3 marks each (CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one (SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)		
Program core	70PAD102	Public Personnel Administration	15	20	5	5	5	50	50	100

### Course-Curriculum Detailing:

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD102.1:** Academic understanding of the key concepts and ideas of Public Personnel Administration.

#### Approximate Hours

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15





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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the meaning and nature of Personnel administration.</p> <p><b>SO1.2</b> We will understand the Significance and Objectives of Public Administration.</p> <p><b>SO1.3</b> Understand the Civil service.</p> <p><b>SO1.4</b> Will understand Emerging trends and civil service .</p> <p><b>SO1.5</b> Will understand the Bureaucracy, Types of Bureaucracy.</p>		<p><b>Unit-1.0</b> Introduction of Public Administration: 1.1 Meaning of Personnel Administration: 1.2 Nature of Personnel Administration: 1.3 Scope of Personnel Administration: 1.4 Objectives of Personnel Administration. 1.5 Significance of Public Administration. 1.6 Bureaucracy: its nature and concept, 1.7 Recent trends, types. 1.8 Weber and nature relevance today. 1.9 Theories of Public Administration 1.10 Public Policy Analysis and Implementation 1.11 Organizational Theory and Behaviour 1.12 Human Resource Management in the Public Sector</p>	

**70PAD102.2:** Knowledge about the recruitment, training and promotion system of civil services in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, definition of recruitment and its types and importance.</p> <p><b>SO2.2</b> Will understand the Principles of Recruitment.</p> <p><b>SO2.3</b> Will know about Recruitment Process.</p> <p><b>SO2.4</b> You will gain knowledge of Training Techniques and Methods.</p> <p><b>SO2.5</b> Will gain knowledge Performance Appraisal.</p>		<p><b>Unit 2.</b> Position 2.1 Position classification, 2.2 recruitment &amp; 2.3 training of public personnel 2.4 Theories of Public Administration 2.5 Public Policy Analysis and Implementation 2.6 Organizational Theory and Behaviour 2.7 Human Resource Management in the Public Sector 2.8 Public Financial Management 2.9 Administrative Law and Public Governance 2.10 Comparative Public Administration 2.11 Public Sector Ethics and Accountability 2.12 E-Government and Digital Public Administration</p>	

**70PAD102. 3:** knowledge about the public personnel system in India (all India, Central, state services).



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO3.1</b> Understanding Promotion, <b>SO3.2</b> Understanding principles of salary, <b>SO3.3</b> will also understand Features of Indian Civil Services. <b>SO3.4</b> Will gain knowledge of Position Classification-Meaning.	.	<b>Unit-3</b> Promotion, 3.1 principles of salary, 3.2 code of conduct and discipline: money in civil service 3.3 employees organization and presentation, 3.4 whitely council, 3.5 Right to strike political rights of civil servants. 3.6 Theories of Public Administration 3.7 Public Policy Analysis and Implementation 3.8 Organizational Theory and Behaviour 3.9 Human Resource Management in the Public Sector 3.10 Public Financial Management 3.11 Administrative Law and Public Governance 3.12 Comparative Public Administration	

**70PAD102. 4:** knowledge about the employer- employee relationship.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO4.1</b> Understanding Employer- Concept of civil services, <b>SO4.2</b> Understanding the Pay and Service Conditions . <b>SO4.3</b> Will gain knowledge of Principle and Practice of Neutrality and Anonymity. <b>SO4. 4</b> Also understand. relation with the political executive	.	<b>Unit-4</b> The Concept of civil services, 4.1 Development of civil seines: 4.2 Role of civil services contemporary administration and developing society. 4.3 Integrity in administration. the context of of corruption, neutrality and anonymity, 4.4 Generalist and specialist; 4.5 relation with the political executive 4.6 Recruitment and Selection Processes 4.7 Training and Development 4.8 Career Advancement and Promotion 4.9 Performance Evaluation and Appraisal 4.10 Compensation and Benefits 4.11 Civil Service Reforms 4.12 Code of Conduct and Ethical Standards	



**70PAD102. 5.** Awareness about the organizational set up and functions of ministry and the recruitment agencies.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO5.1</b> Will know about Central Administrative law meaning and significance; <b>SO5.2</b> Will understand the Role Administrative adjudication Delegated <b>SO5.3</b> Will know about the Legislation: meaning, <b>SO5. 4,</b> Will gain knowledge significance & demerit.		<b>Unit 5:</b> Administrative law 1.1 Administrative law meaning and significance; 1.2 Administrative adjudication Delegated 1.3 Legislation: meaning, 1.4 Significance & demerit. 1.5 Principles of Administrative Law 1.6 Administrative Agencies and Their Powers 1.7 Rulemaking and Regulation 1.8 Administrative Adjudication 1.9 Judicial Review of Administrative Actions 1.10 Delegation of Powers 1.11 Due Process in Administrative Procedures 1.12 Public Participation in Rulemaking	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Works (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD102. 1</b> Academic understanding of the key concepts and ideas of Public Personnel Administration.	12	02	01	15
<b>70PAD102.2.</b> Knowledge about the recruitment, training and promotion system of civil services in India.	12	02	01	15
<b>70PAD102.3:</b> knowledge about the public personnel system in India ( all India, Central, state services) .	12	02	01	15
<b>70PAD102.4:</b> knowledge about the employer- employee relationship	12	02	01	15
<b>70PAD102.5.</b> Awareness about the organizational set up and functions of ministry and the recruitment agencies	12	02	01	15
Total Hours	60	10	05	75



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD102-1	Introduction of Public Administration:	01	01	03	05
70PAD102-2	Position	01	01	03	05
70PAD102-3	Promotion,	-	03	10	13
70PAD102-4	The Concept of civil services,	-	03	10	13
70PAD102-5	Administrative law	01	03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for Public Personnel Administration will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Public administration [administration theory	B.L. fadia and kuldeep fadia	Sahitya Bhavan Publication House Agra	27 <sup>TH</sup> ,2023
2	Public administration	M LAKSHMIKANT	McGRAW HILL PUBLISHER , INDIA	
3	Public administration	Awasthi and Maheshwari,		
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna.			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO2	PS O3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its functioning and implementation.	Students will use various political concepts and ideology to analyze new situations.
70P AD1 02.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70P AD1 02.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70P AD1 02.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70P AD1 02.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70P AD1 02.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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### Course Curriculum Map

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6, 7,8,9,10,11 ,12 PSO:1,2,3	<b>70PAD102.1</b> Academic understanding of the key concepts and ideas of Public Personnel Administration.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Introduction of Public Administration: 1.1,1.2,1.3,1.4,1.5,1.6,1.7 ,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5, 6,7,8,9,1 0,11,12 PSO: 1,2,3	<b>70PAD102.2.</b> Knowledge about the recruitment, training and promotion system of civil services in India.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Position 2.1,2.2,2.3,2.4,2.5,2.6,2. 7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5, 6,7,8,9,1 0,11,12 PSO: 1,2,3	<b>70PAD102.3:</b> knowledge about the public personnel system in India ( all India, Central, state services)	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Promotion, 3.1,3.2,3.3,3.4,3.5,3.6,3. 7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5, 6,7,8,9,1 0,11,12 PSO: 1,2,3	<b>70PAD102.4:</b> knowledge about the employer- employee relationship	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: The Concept of civil services, 4.1,4.2,4.3,4.4,4.5,4.6,4. 7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5, 6,7,8,9,1 0,11,12 PSO: 1,2,3	<b>70PAD102.5.</b> Awareness about the organizational set up and functions of ministry and the recruitment agencies	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Administrative law 5.1,5.2,5.3,5.4,5.5,5.6 ,5.7,5.8,5.9,5.10,5.11, 5.12,	



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**Semester-I**

**Course Code:** 10PAD103

**Course Title :** ELEMENT OF FINANCIAL ADMINISTRATION

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. PUBLIC ADMINISTRATION

**Rationale:** The purpose of the course is to offer the students relevant, systematic, efficient and actual knowledge of financial management that can be applied in practice with making financial decisions and resolving financial problems. It aims to evaluate the role of Public Administration in different dimensions of developments like social, economic, political and national developments. It tries to understand the complex relationship between development and environment and also examines the role of voluntary associations in development and mechanisms and conditions of participatory development

**Course Outcomes:**

- 10PAD103.1** This paper aims to discuss various concepts, policies and institutional framework associated with financial administration in India.
- 10PAD103.2** Knowledge about the understand the concept of budget, process of budget and types of budget
- 10PAD103.3** knowledge about the completion of this paper, students would have a substantive understanding on how finance as a resource support is critical to the efficacy of different policies.
- 10PAD103.4** knowledge about the evaluate the central state financial relations, tax administration and sources of local revenue
- 10PAD103.5** Awareness about the describe the budget making procedure and control over public expenditure.

**scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Credits (C)	
			CI	LI	SW	SL		Total Study Hours (CI+LI+SW+SL)
Program Core	10PAD103	ELEMENT OF FINANCIAL ADMINISTRATION	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Seasonal Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Mark (CA+CT+SA+CAT +AT)		
Program core	10PAD 103	ELEMENT OF FINANCIAL ADMINISTRATION	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**10PAD103. 1:** This paper aims to discuss various concepts, policies and institutional framework associated with financial administration in India.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>





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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the meaning Evolution and significance of financial administration in India:</p> <p><b>SO1.2</b> We will understand the financial administration under capitalist system;</p> <p><b>SO1.3</b> Understand the agencies involved in financial administration</p>		<p><b>Unit-1.0</b> financial administration in India: 1.1 Evolution and significance 1.2 financial administration in India: 1.3 financial administration under capitalist system; 1.4 Agencies involved in financial administration. 1.5 Budgeting Process in India 1.6 Fiscal Policy and Management 1.7 Public Expenditure Management 1.8 Revenue Administration 1.9 Taxation Policies and Reforms 1.10 Financial Accountability and Audit 1.11 Public Debt Management 1.12 Financial Management in Local Governments</p>	

**10PAD103. 2:** Knowledge about the understand the concept of budget, process of budget and types of budget

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, Budget: meaning, definition and types of budget</p> <p><b>SO2.2</b> Will understand the principles of performance</p> <p><b>SO2.3</b> Will know about budgeting; performance budgeting in India; PPBS;</p> <p><b>SO2.4</b> You will gain knowledge of zero based budgeting, defilict financing</p>	.	<p><b>Unit 2.</b> Budget 2.1 Budget: meaning, 2.2 definition and types of budget: 2.3 Principles of performance. 2.4 budgeting; performance budgeting in India; PPBS; 2.5 Zero based budgeting, deflect financing. 2.6 Types of Budgets (e.g., Operating Budget, Capital Budget) 2.7 Budget Cycle and Process 2.8 Budget Preparation and Formulation 2.9 Revenue Forecasting 2.10 Budget Execution and Implementation 2.11 Budget Monitoring and Control 2.12 Performance-Based Budgeting</p>	



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**10PAD103. 3.** Knowledge about the completion of this paper, students would have a substantive understanding on how finance as a resource support is critical to the efficacy of different policies.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO3.1</b> Understanding Evaluation and objectives of fiscal policy in India;</p> <p><b>SO3.2</b> Understanding resource mobilization under the plans</p> <p><b>SO3.3</b> will also understand Non-tax revenue, non-developmental expenditure, impact of fiscal policy.</p> <p><b>SO3.4</b> Will gain knowledge of Fiscal policy, equality and social justice</p>		<p><b>Unit-3</b> Evaluation</p> <p>3.1 Evaluation and objectives of fiscal policy in India;</p> <p>3.2 Resource mobilization under the plans.</p> <p>3.3 Non-tax revenue, non-developmental expenditure, impact of fiscal policy.</p> <p>3.4 Fiscal policy, equality and social justice</p> <p>3.5 Types of Evaluation (Formative, Summative)</p> <p>3.6 Evaluation Frameworks and Models</p> <p>3.7 Program Evaluation</p> <p>3.8 Performance Evaluation</p> <p>3.9 Impact Assessment</p> <p>3.10 Cost-Benefit Analysis</p> <p>3.11 Logic Models in Evaluation</p> <p>3.12 Evaluation Design and Methodology</p>	

**10PAD103. 4:** knowledge about the evaluates the central state financial relations, tax administration and sources of local revenue.

**Approximate Hours**

Item	Appx. Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding Principles of tax administration:</p> <p><b>SO4.2</b> Understanding the problem of tax evasion and avoidance;</p> <p><b>SO4.3</b> Will gain knowledge of reforming tax administration;</p> <p><b>SO4. 4</b> Also understand. Rationalization of indirect taxation.</p>		<p><b>Unit-4</b> PRINCIPLES OF TEX ADMINISTRATION</p> <p>4.1 direct and indirect taxes;</p> <p>4.2 problem of tax evasion and avoidance;</p> <p>4.3 reforming tax administration;</p> <p>4.4 Rationalization of indirect taxation.</p> <p>4.5 Tax Policy and Principles</p> <p>4.6 Tax Compliance Strategies</p> <p>4.7 Taxpayer Services and Education</p> <p>4.8 Tax Collection Procedures</p> <p>4.9 Tax Audits and Investigations</p> <p>4.10 Tax Evasion and Avoidance</p> <p>4.11 Taxpayer Rights and Responsibilities</p> <p>4.12 Tax Administration Efficiency</p>	



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**10PAD103. 5.** Awareness about the describe the budget making procedure and control over public expenditure.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO5.1</b> Will know about Central Finances of local government, <b>SO5.2</b> Will understand the Role budget account and audit <b>SO5.3</b> Will know about the Capital market in India: <b>SO5.4</b> , Will gain knowledge structure, role in industrial growth: <b>SO5.1</b> Will know about growth of capital market in India, problems, measures for strengthening.		<b>Unit 5:</b> Finances of local government, 5.1 Budget account and audit. 5.2 Capital market in India: 5.3 structure, role in industrial growth: 5.4 Growth of capital market in India, problems, measures for strengthening. 5.5 Securities and Exchange Board in India (SEBI) 5.6 Revenue Sources for Local Governments 5.7 Local Taxation and Assessment 5.8 Intergovernmental Transfers and Grants 5.9 Budgeting and Financial Planning 5.10 Public Expenditure Management 5.11 Debt Management and Borrowing 5.12 Financial Reporting and Accountability	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>10PAD103.1</b> This paper aims to discuss various concepts, policies and institutional framework associated with financial administration in India.	12	02	01	15
<b>10PAD103.2</b> Knowledge about the understand the concept of budget, process of budget and types of budget	12	02	01	15
<b>10PAD103.3</b> knowledge about the completion of this paper, students would have a substantive understanding on how finance as a resource support is critical to the efficacy of different policies.	12	02	01	15
<b>10PAD103.4</b> knowledge about the evaluate the central state financial relations, tax administration and sources of local revenue	12	02	01	15
<b>10PAD103.5</b> Awareness about the describe the budget making procedure and control over public expenditure	12	02	01	15
Total Hours	60	10	05	75



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
10PAD103-1	financial administration in India:	01	01	03	05
10PAD103-2	Budget	01	01	03	05
10PAD103-3	Evaluation	-	03	10	13
10PAD103-4	PRINCIPLES OF TEX ADMINISTRATION	-	03	10	13
10PAD103-5	Finances of local government,	01	03	10	14
Total		03	12	36	50

**Legend:**            **R: Remember,**            **U: Understand,**            **A: Apply**

The end of semester assessment for ELEMENT OF FINANCIAL ADMINISTRATION  
Will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books :

S.No.	Title	Author	Publisher	Edition & Year
1	Financial Administration of India,	Thavraja, M.J.K	Sultan Chand & Sons, New Delhi,	52 <sup>TH</sup> , 1994
2	Public administration	M LAKSHMIKANT	McGRAW HILL PUBLISHER , INDIA	
3	Public administration	Awasthi and Maheshwari,		
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna .			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
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5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its functioning and implementation.	Students will use various political concepts and ideology to analyze new situations.
10PA D103.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
10PA D103.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
10PA D103.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
10PA D103.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
10PA D103.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3

**Course Curriculum Map**

Pos & PSOs - No.	Cos No. & Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	<b>10PAD103.1</b> This paper aims to discuss various concepts, policies and institutional framework associated with financial administration in India.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Public administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>10PAD103.2</b> Knowledge about the understand the concept of budget, process of budget and types of budget	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Evolution of public administration 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	



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PO: 1,2,3,4,5,6,7 ,8,9,10,11,1 2 PSO: 1,2,3	<b>10PAD103.3</b> knowledge about the completion of this paper, students would have a substantive understanding on how finance as a resource support is critical to the efficacy of different policies.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Organization 3.1,3.2,3.3,3.4,3.5,3.6 ,3.7,3.8,3.9,3.10,3.11, 3.12,
PO: 1,2,3,4,5,6,7 ,8,9,10,11,1 2 PSO: 1,2,3	<b>10PAD103.4</b> knowledge about the evaluate the central state financial relations, tax administration and sources of local revenue	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Principles of organization 4.1,4.2,4.1,4.2,4.3,4 .4,4.5,4.6,4.7,4.8,4. 9,4.10,4.11,4.12,
PO: 1,2,3,4,5,6,7 ,8,9,10,11,1 2 PSO: 1,2,3	<b>10PAD103.5</b> Awareness about the describe the budget making procedure and control over public expenditure	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Structure of organization 5.1,5.2,5.3,5.4,5.5,5 .6,5.7,5.8,5.9,5.10,5 .11,5.12,



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**Curriculum of M.A. PUBLIC ADMINISTRATION**  
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**Semester-I**

**Course Code:** 70PAD104  
**Course Title :** CONSTITUTIONAL SYSTEM IN INDIA

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. Public Administration

**Rationale:** The student gets acquainted and develops competency in approaching the judiciary with the help various judgments and case laws that helped in developing the constitutional jurisprudence in India. To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.

**Course Outcomes:**

- 70PAD104.1** Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.
- 70PAD104.2** Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution
- 70PAD104.3** Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution
- 70PAD104.4** sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance
- 70PAD104.5** Awareness about the develop a clear understanding about the important features of the Indian constitution

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Credits (C)	
			CI	LI	SW	SL		Total Study Hours (CI+LI+SW+SL)
Program Core	70PAD104	CONSTITUTIONAL SYSTEM IN INDIA	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT +AT)		
Program core	70PAD 104	CONSTITUTIONAL SYSTEM IN INDIA	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD104.1:** Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15





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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Constitutional development and framing</p> <p><b>SO1.2</b> We will understand the salient features of Indian constitution;</p> <p><b>SO1.3</b> Understand the Preamble and significance of Indian constitution.</p>		<p><b>Unit-1.0</b> Constitutional development</p> <p>1.1 Constitutional development and framing of</p> <p>1.2 constitution of republic of India;</p> <p>1.3 salient features of Indian constitution;</p> <p>1.4 Preamble and significance of Indian constitution.</p> <p>1.5 Historical Context of Constitutional Development</p> <p>1.6 Constitutional Conventions and Assemblies</p> <p>1.7 Drafting and Ratification Processes</p> <p>1.8 Constitutional Amendments and Revisions</p> <p>1.9 Separation of Powers</p> <p>1.10 Federalism and Decentralization</p> <p>1.11 Protection of Fundamental Rights</p> <p>1.12 Role of the Judiciary in Constitutional Interpretation</p>	

**70PAD104. 2:** Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, Federal system,</p> <p><b>SO2.2</b> Will understand the Parliamentary government,</p> <p><b>SO2.3</b> Will know about socialism, democracy,</p> <p><b>SO2.4</b> You will gain knowledge Directive Principles of State Policy fundamental duties</p>		<p><b>Unit 2.</b> Federal system,</p> <p>2.1 Parliamentary government,</p> <p>2.2 socialism,</p> <p>2.3 democracy,</p> <p>2.4 Fundamental rights;</p> <p>2.5 Directive Principles of State Policy fundamental duties.</p> <p>2.6 Principles of Federalism</p> <p>2.7 Division of Powers</p> <p>2.8 Federal and State Relations</p> <p>2.9 Fiscal Federalism</p> <p>2.10 Intergovernmental Cooperation</p> <p>2.11 Constitutional Framework of Federalism</p> <p>2.12 Federalism and Diversity Management</p>	

**70PAD104. 3.** Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO3.1</b> Understanding The Judiciary The Supreme Court, <b>SO3.2</b> Understanding the High Court and Subordinate Courts, <b>SO3.3</b> will also understand appointments of Judges of the Supreme Court and the High Court.	.	<b>Unit-3</b> The Judiciary 3.1 The Supreme Court, 3.2 the High Court and Subordinate Courts, 3.3 appointments of Judges of the Supreme Court 3.4 Appointments of Judges of the High Court. 3.5 Structure of the Judicial System 3.6 Judicial Independence 3.7 Judicial Review 3.8 Appointment and Removal of Judges 3.9 Role of the Supreme Court 3.10 Lower Courts and Their Functions 3.11 Judicial Ethics and Conduct 3.12 Access to Justice	

**70PAD104. 4** sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO4.1</b> Understanding Comptroller and Auditor. General of India <b>SO4.2</b> Understanding the Attorney General, Advocate General <b>SO4.3</b> Will gain knowledge of Election Commission. <b>SO4. 4</b> Also understand. Administration of schedules and tribal areas	.	<b>Unit-4</b> General of India 4.1 CAG (Comptroller and Auditor. General of India), 4.2 Attorney General, 4.3 Advocate General 4.4 Election Commission. 4.5 Administration of schedules and tribal areas 4.6 Indian Constitution 4.7 Indian Economy 4.8 Political System of India 4.9 Demographics and Population 4.10 Indian Culture and Heritage 4.11 Education System in India 4.12 Healthcare in India	



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**70PAD104. 5.** Awareness about the develop a clear understanding about the important features of the Indian constitution,

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO5.1</b> Will know about Constitutional amendment process;</p> <p><b>SO5.2</b> Will understand the Role main features of 42, 44th &amp; 52</p> <p><b>SO5.3</b> Will know about the Constitutional amendment</p>		<p><b>Unit 5:</b> Constitutional amendment process;</p> <p>5.1 main features of 42,44th &amp; 52</p> <p>5.2 Constitutional amendment</p> <p>5.3 Definition and Purpose of Constitutional Amendments</p> <p>5.4 Historical Context of Constitutional Amendments</p> <p>5.5 Proposal of Amendments</p> <p>5.6 Ratification Process</p> <p>5.7 Role of the Legislature in Amendments</p> <p>5.8 Role of the Executive in Amendments</p> <p>5.9 Role of the Judiciary in Amendments</p> <p>5.10 Public Participation and Referendums</p> <p>5.11 Types of Constitutional Amendments</p> <p>5.12 Comparative Amendment Processes</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD104.1</b> Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.	12	02	01	15
<b>70PAD104. 2.</b> Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution	12	02	01	15
70PAD104. 3. Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.	12	02	01	15
<b>70PAD104. 4:</b> sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.	12	02	01	15
<b>70PAD104. 5.</b> Awareness about the develop a clear understanding about the important features of the Indian constitution,	12	02	01	15
Total Hours	60	10	05	75



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD104-1	Constitutional development	01	01	03	05
70PAD104-2	Federal system,	01	01	03	05
70PAD104-3	The Judiciary	-	03	10	13
70PAD104-4	General of India	-	03	10	13
70PAD104-5	Constitutional amendment process;	01	03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for CONSTITUTIONAL SYSTEM IN INDIA will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Financial Administration of India,	Thavraja, M.J.K	Sultan Chand & Sons, New Delhi,	52 <sup>TH</sup> , 1994
2	Public administration	M LAKSHMIKANT	McGRAW HILL PUBLISHER , INDIA	
3	Public administration	Awasthi and Maheshwari,		
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna .			



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6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

CO-PO Mapping:

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its functioning and implementation.	Students will use various political concepts and ideology to analyze new situations.
70PA D104.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D104.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D104.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D104.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D104.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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**Course Curriculum Map**

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD104.1</b> Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Public administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD104.2</b> Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Evolution of public administration 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD104.3 Applying</b> the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Organization 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD104.4</b> sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Principles' of organization 4.1,4.4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD104.5</b> Awareness about the develop a clear understanding about the important features of the Indian constitution	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Structure of organization 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**II**

# **MA PUBLIC ADMINISTRATION**



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**AKS University**  
Faculty of social science and humanities  
**Department of Arts**  
**Curriculum of M.A. PUBLIC ADMINISTRATION**  
(Revised as on 1.8.2023)

**Semester-II**

**Course Code:** 70PAD201

**Course Title :** Organisation and Management

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. PUBLIC ADMINISTRATION

**Rationale:** This paper has been introduced to make the students of Public Administration aware of the behaviour of human being in an organization for which the course will cover organizational aspects like goals, teams, leadership, groups, structure, effectiveness and development of organizations in relation to Public Administration and as well as to provide an understanding of basic concepts and principles of management. The aim is to inculcate the ability to apply multifunctional approach to Organizational objectives.

**Course Outcomes:**

**70PAD201.1:** To help students to understand principles of organization and management in public administration.

**70PAD201.2:** Learner will be able to develop effective intra-organizational, inter organizational, and public oral and written communication skills

**70PAD201.3:** Students will understand the principles and theories of management in public administration.

**70PAD201.4:** To help students to understand the structure and functioning of important international organizations.

**70PAD201.5:** Learner will have understanding of organizational aspects of International Organizations in establishing peace and justice

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Credits (C)	
			CI	LI	SW	SL		Total Study Hours (CI+LI+SW+SL)
Program Core	70PAD201	Organisation and Management	4	0	02	01	7	4





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- Legend:**
- CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),
  - LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)
  - SW:** Sessional Work (includes assignment, seminar, mini project etc.),
  - SL:** Self Learning,
  - C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )								
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)			
Program core	70PAD 201	Organization and Management	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD201. 1:** To help students to understand principles of organization and management in public administration

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Meaning, nature and significance of management,</p> <p><b>SO1.2</b> We will understand the management by objective (M.B.O.),</p> <p><b>SO1.3</b> Understand the officers of management by exception (M.B.E.),</p> <p><b>SO1.4</b> We will understand the public administration and management.</p>		<p><b>Unit-1.0</b> management</p> <p>1.1 Meaning, nature and significance of management,</p> <p>1.2 task of management: POSDCORB,</p> <p>1.3 management by objective (M.B.O.),</p> <p>1.4 management by exception (M.B.E.),</p> <p>1.5 science management (F.W. Taylor),</p> <p>1.6 Public administration and management.</p> <p>1.7 Strategic Management</p> <p>1.8 Organizational Behaviour</p> <p>1.9 Human Resource Management</p> <p>1.10 Financial Management</p> <p>1.11 Marketing Management</p> <p>1.12 Operations Management</p>	

**70PAD201.2.** Learner will be able to develop effective intra-organizational, inter organizational, and public oral and written communication skills

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, Tools of administrative management:</p> <p><b>SO2.2</b> Will understand the leadership, communication,</p> <p><b>SO2.3</b> Will know about decision making (contribution of Herbert Simon)</p>		<p><b>Unit 2.</b> Tools of administrative management:</p> <p>2.1 decision making (contribution of Herbert Simon),</p> <p>2.2 leadership,</p> <p>2.3 communication,</p> <p>2.4 morals,</p> <p>2.5 motivation</p> <p>2.6 Organizational Structure</p> <p>2.7 Performance Metrics and Evaluation</p> <p>2.8 Budgeting and Financial Planning</p> <p>2.9 Strategic Planning</p> <p>2.10 Management Information Systems (MIS)</p> <p>2.11 Decision-Making Tools</p> <p>2.12 Workflow and Process Management</p>	

**70PAD201.3.** Students will understand the principles and theories of management in public administration.



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO3.1</b> Understanding The Modern theory of organization: <b>SO3.2</b> Understanding human relation in organization: (Elton Mayo), <b>SO3.3</b> will also understand. policy making in administration <b>SO3.4</b> Understanding administrative planning, participative management.	.	<b>Unit-3</b> Modern theory of organization: 3.1 socio-psychological approach, 3.2 human relation in organization: (Elton Mayo), 3.3 conflict of management, 3.4 policy making in administration, 3.5 administrative planning, 3.6 Participative management. 3.7 Organizational Structure 3.8 Leadership Styles 3.9 Decision-Making Processes 3.10 Organizational Culture 3.11 Motivation and Employee Engagement 3.12 Communication Systems	

**70PAD201. 4.** To help students to understand the structure and functioning of important international organizations

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO4.1</b> Understanding The Accountability and control: legislative, <b>SO4.2</b> Understanding the executive and judicial control over administration, <b>SO4.3</b> Will gain knowledge citizen and administrative, need for public participation in administration.	.	<b>Unit-4</b> Accountability and control 4.1 legislative, 4.2 executive and 4.3 judicial control over administration, 4.4 citizen and administrative, 4.5 Need for public participation in administration. 4.6 Performance Measurement 4.7 Internal Audits 4.8 Financial Reporting 4.9 Risk Management 4.10 Compliance Management 4.11 Ethical Standards 4.12 Corporate Governance	



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**70PAD201. 5.** Learner will have understanding of organizational aspects of International Organizations in establishing peace and justice

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO5.1</b> Will know about Administration reforms: early thinking an attempt, O &amp; M: meaning, nature, function, technique,</p> <p><b>SO5.2</b> Will understand the the advantage and demerits, work study,</p> <p><b>SO5.3</b> Will know about the role of the computer in administration today,</p> <p><b>SO5.4</b> Will understand the administration reforms in India: administration reforms since independent report of A.R.C. and other reforms.</p>		<p><b>Unit 5:</b> Administration reforms:</p> <p>5.1 early thinking an attempt, O &amp; M: meaning,</p> <p>5.2 nature, function,</p> <p>5.3 technique,</p> <p>5.4 advantage and demerits, work study,</p> <p>5.5 work measurement, operation research,</p> <p>5.6 role of the computer in administration today</p> <p>5.7 Administration reforms in India: administration reforms since independent report of A.R.C. and other reforms.</p> <p>5.8 Decentralization</p> <p>5.9 Bureaucratic Efficiency</p> <p>5.10 Transparency and Accountability</p> <p>5.11 Public Service Delivery</p> <p>5.12 Digital Governance</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD201.1</b> To help students to understand principles of organization and management in public administration	12	02	01	15
<b>70PAD201.2</b> Learner will be able to develop effective intra-organizational, inter organizational, and public oral and written communication skills	12	02	01	15
<b>70PAD201.3</b> Students will understand the principles and theories of management in public administration.	12	02	01	15
<b>70PAD201.4</b> To help students to understand the structure and functioning of important international organizations	12	02	01	15
<b>70PAD201.5.</b> Learner will have understanding of organizational aspects of International Organizations in establishing peace and justice	12	02	01	15
<b>Total Hours</b>	<b>60</b>	<b>10</b>	<b>05</b>	<b>75</b>



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD201-1	Management	01	01	03	05
70PAD201-2	Tools of administrative management:	01	01	03	05
70PAD201-3	Modern theory of organization:	-	03	10	13
70PAD201-4	Accountability and control	-	03	10	13
70PAD201-5	Administration reforms:	01	03	10	14
Total		03	12	36	50

**Legend:**            **R: Remember,**            **U: Understand,**            **A: Apply**

The end of semester assessment for Organisation and Management will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Administration of India,	Thavraja, M.J.K	Sultan Chand & Sons, New Delhi,	52 <sup>TH</sup> ,1994
2	Public administration	M LAKSHMIKANT	McGRAW HILL PUBLISHER , INDIA	
3	Public administration	Awasthi and Maheshwari,		
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna .			



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Curriculum Development Team:

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2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. MASTER will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Able to know about the research and development opportunities in the field of administration / policy/ governance studies	Analyze the effectiveness of governmental policies and Programs	Deliberate about the administrative techniques, process and ethics
70PA D201. 1	3	3	3	2	2	2	1	2	3	3	3	3	3	3	3
70PA D201. 2	3	3	3	2	2	2	1	2	2	2	2	3	2	2	2
70PA D201. 3	3	3	2	2	1	2	1	1	2	2	2	2	3	3	3
70PA D201. 4	3	3	2	2	2	2	1	2	1	2	1	2	3	3	3
70PA D201. 5	3	3	2	2	1	2	1	1	2	2	2	3	3	3	3



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## Course Curriculum Map

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8, 9,10,11,12 PSO: 1,2,3	<b>70PAD201.1</b> To help students to understand principles of organization and management in public administration	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Management 1.1,1.2,1.3,1.4,1.5,1.6,1.7, 1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD201.2</b> Learner will be able to develop effective intra-organizational, inter organizational, and public oral and written communication skills	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Tools of administrative management: 2.1,2.2,2.3,2.4,2.5,2.6,2.7, 2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD201.3.</b> Students will understand the principles and theories of management in public administration.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Modern theory of organization: 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3 .8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD201.4.</b> To help students to understand the structure and functioning of important international organizations	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Accountability and control 4.1,4.2,4.3,4.4,4.5,4.6,4.7, 4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD201.5.</b> Learner will have understanding of organizational aspects of International Organizations in establishing peace and justice	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Administration reforms: 5.1,5.2,5.3,5.4,5.5,5.6,5.7, 5.8,5.9,5.10,5.11,5.12,	



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Faculty of social science and humanities

**Department of Arts**

**Curriculum of M.A. PUBLIC ADMINISTRATION**

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## Semester-II

**Course Code:** 70PAD202

**Course Title :** **Personnel Administration in India**

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A.

**Rationale:** Personnel Administration is an important area in the study of Public Administration. It is called by different names such as Personnel Management, Manpower Management, Labour Management, Labour Relations, Industrial Relations, Employees Relations, Human Resource Management, etc. this study of Personnel Administration became popular from 1930s. Let us discuss in this lesson the meaning nature scope of Public Personnel Administration

### Course Outcomes:

**70PAD202.1:** Students understand the contribution, role and professionalism in Personnel Administration in any country, especially in the developing countries such as India.

**70PAD202.2:** To understand the challenges the Civil Services face with the larger context and backdrop of development processes, information technology and globalization.

**70PAD202.3:** knowledge about the public personnel system in India (all India, Central, state services)

**70PAD202.4:** knowledge about the employer- employee relationship.

**70PAD202.5.** Awareness about the organizational set up and functions of ministry and the recruitment agencies

### Scheme of Studies:

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours (CI+LI+SW+SL)	Total Credits (C)
			CI	LI	SW	SL		
Program Core	70PAD202	Personnel Administration in India	4	0	02	01	7	4





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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

### Scheme of Assessment:

#### Theory

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )						Total Marks (CA+CT+SA+CAT+AT)		
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)				
Program core	70PAD 202	Personnel Administration in India	15	20	5	5	5	50	50	100	

### Course-Curriculum Detailing:

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD202.1:** Students understand the contribution, role and professionalism in Personnel Administration in any country, especially in the developing countries such as India.

#### Approximate Hours

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the meaning and nature of Personnel administration.</p> <p><b>SO1.2</b> We will understand the Significance and Objectives of Public Administration.</p> <p><b>SO1.3</b> Understand the Civil service .<b>SO1.4</b> Will understand Emerging trends and civil service .</p> <p><b>SO1.5</b> Will understand the constitutional perspective of personnel administration in India.</p>		<p><b>Unit-1.0 Introduction of Public Administration:</b></p> <p>1.1 Development of public services in India, 1.2 nature and salient features of present day Indian civil services, 1.3 nature of personnel administration in India, 1.4 a glimpse of elite structure in India, 1.5 Constitutional perspective of personnel administration in India. 1.6 Historical Development 1.7 2. Theoretical Frameworks 1.8 Administrative Theories 1.9 Public Sector Reform 1.10Organizational Structure 1.11Role of Public Administrators 1.12Policy Making Process</p>	

**70PAD202.2:** To understand the challenges the Civil Services face with the larger context and backdrop of development processes, information technology and globalization.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, definition of recruitment and its types and importance.</p> <p><b>SO2.2</b> Will understand the Principles of Recruitment.</p> <p><b>SO2.3</b> Will know about Recruitment Process.</p> <p><b>SO2.4</b> You will gain knowledge union public service commission its structure, power,</p> <p><b>SO2.5</b> Will gain knowledge. working problem of recruitment in India and suggestions for</p>		<p><b>Unit 2.</b> Recruitment of public personnel in India 2.1 Recruitment of public personnel in India: 2.2 basic principles, qualifications, and 2.3 methods, agencies of recruitment in India: 2.4 union public service commission its structure, power, 2.5 working problem of recruitment in India and suggestions for 2.6 Recruitment Agencies 2.7 Selection Process 2.8 Eligibility Criteria 2.9 Examination Procedures 2.10Interview Process 2.11 Reservation Policies 2.12Training Programs</p>	

**70PAD202.3:** knowledge about the public personnel system in India (all India, Central, state services).

**Approximate Hours**



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Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO3.1</b> Understanding Promotion,</p> <p><b>SO3.2</b> Understanding principles of salary,</p> <p><b>SO3.3</b> will also understand Features of Indian Civil Services.</p> <p><b>SO3.4</b> Will gain knowledge of Position Classification- Meaning.</p>	.	<p><b>Unit-3</b> Salary administration in India</p> <p>3.1 improvement,</p> <p>3.2 service classification system in India: all</p> <p>3.3 India services central services and state civil services.</p> <p>3.4 Salary administration in India,</p> <p>3.5 promotion,</p> <p>3.6 system in India,</p> <p>3.7 training of public personnel administration in India,</p> <p>3.8 Problem and deficit of training system in India and suggestion for improvement.</p> <p>3.9 Disciplinary action,</p> <p>3.10removal and appeals in</p> <p>3.11Pay Structures</p> <p>3.12Salary Scales</p>	

**70PAD202.4:** knowledge about the employer- employee relationship.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding Employer-. Concept of civil services,</p> <p><b>SO4.2</b> Understanding the right to strike and political strike of public servant in India,</p> <p><b>SO4.3</b> Will gain knowledge of public grievance and pensions: organization and function,</p> <p><b>SO4. 4</b> Also understand Reservation in civil services.</p> <p><b>SO4. 5</b> Also understand politician and public servant disputes,</p>	.	<p><b>Unit-4</b> Employees organization in India,</p> <p>4.1 Employees organization in India,</p> <p>4.2 right to strike and political strike of public servant in India,</p> <p>4.3 Redressed of public grievances in India:</p> <p>4.4 Lokpal its organization. and function,</p> <p>4.5 ministry of personnel,</p> <p>4.6 public grievance and pensions:</p> <p>4.7 organization and function,</p> <p>4.8 central administrative tribunal,</p> <p>4.9 politician and public servant disputes,</p> <p>4.10generalist and specialist disputes,</p> <p>4.11 Reservation in civil services.</p> <p>4.12Trade Unions</p>	

**70PAD202.5.** Awareness about the organizational set up and functions of ministry and the recruitment agencies.



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO5.1</b> Will know about Personnel administration at state and local level in M.P.: state civil services in MP,</p> <p><b>SO5.2</b> Will understand the recruitment and training in M.P., MP. PSC, administrative academy of MP, MP State administrative Tribunals,</p> <p><b>SO5.3</b> Will know about the Tahsildars, municipal commissioner, chief municipal officer, chief executive officer of Jila and Janpad Panchayats,</p> <p><b>SO5. 4,</b> Will gain knowledge Role of deputy collector as a SDM,</p>		<p><b>Unit 5:</b>            Personnel administration at state and local level</p> <p>5.1 Personnel administration at state and local level in M.P.: state civil services in MP,            5.2 recruitment and training in M.P., MP. PSC,            5.3 administrative academy of MP,            5.4 MP State administrative Tribunals,            5.5 Lokayukta: organization and function.            5.6 Role of deputy collector as a SDM,            5.7 Tahsildars,            5.8 municipal commissioner,            5.9 chief municipal officer,            5.10chief executive officer of Jila and Janpad Panchayats,            5.11block development officer            5.12Panchayat secretary.</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD202.1:</b> Students understand the contribution, role and professionalism in Personnel Administration in any country, especially in the developing countries such as India.	12	02	01	15
<b>70PAD202.2:</b> To understand the challenges the Civil Services face with the larger context and backdrop of development processes, information technology and globalization.	12	02	01	15
<b>70PAD202.3:</b> knowledge about the public personnel system in India (all India, Central, state services) .	12	02	01	15
<b>70PAD202.4:</b> knowledge about the employer- employee relationship	12	02	01	15
<b>70PAD202.5.</b> Awareness about the organizational set up and functions of ministry and the recruitment agencies	12	02	01	15
<b>Total Hours</b>	<b>60</b>	<b>10</b>	<b>05</b>	<b>75</b>

**Suggestion for End Semester Assessment**



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**Suggested Specification Table (For ESA)**

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD202-1	Introduction of Public Administration:	01	01	03	05
70PAD202-2	Recruitment of public personnel in India	01	01	03	05
70PAD202-3	Salary administration in India	-	03	10	13
70PAD202-4	Employees organization in India,	-	03	10	13
70PAD202-5	Personnel administration at state and local level	01	03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for Personnel Administration in India will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester as

**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming
- 6.

**Suggested Learning Resources:**

(a) Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Public Administration in American Society	John E. Rouse (ed.)	Michigan: Gale Research).	27 <sup>TH</sup> ,2020
2	Principles of Personnel Management	Edwin B. Flippo	McGraw Hill, Kogakusha	1984
3	Principles on Management,	H. Koontz and Cyrcil O'Donnell	Tokyo: McGraw Hill	2004
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna.			

Curriculum Development Team:



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1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. MASTER will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Able to know about the research and development opportunities in the field of administration / policy/ governance studies	Analyze the effectiveness of governmental policies and Programs	Deliberate about the administrative techniques, process and ethics
70PA D202. 1	3	3	3	2	2	2	1	2	3	3	3	3	3	3	3
70PA D202. 2	3	3	3	2	2	2	1	2	2	2	2	3	2	2	2
70PA D202. 3	3	3	2	2	1	2	1	1	2	2	2	2	3	3	3
70PA D202. 4	3	3	2	2	2	2	1	2	1	2	1	2	3	3	3
70PA D202. 5	3	3	2	2	1	2	1	1	2	2	2	3	3	3	3

### Course Curriculum Map



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Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	<b>70PAD202.1:</b> Students understand the contribution, role and professionalism in Personnel Administration in any country, especially in the developing countries such as India.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Introduction of Public Administration  1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD202.2:</b> To understand the challenges the Civil Services face with the larger context and backdrop of development processes, information technology and globalization.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Recruitment of public personnel in India 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD202.3:</b> knowledge about the public personnel system in India (all India, Central, state services)	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3 Salary administration in India 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD202.4:</b> knowledge about the employer- employee relationship	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Employees organization in India, 4.1,4.2,4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD202.5.</b> Awareness about the organizational set up and functions of ministry and the recruitment agencies	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Personnel administration at state and local level  5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**Department of Arts**

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## Semester-II

**Course Code:** 70PAD203

**Course Title :** **Comparative & Development Administration**

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. PUBLIC ADMINISTRATION

**Rationale:** Public administration as an aspect of government activity has existed ever since the emergence all political systems. The concept of 'comparative public administration' first came into being in Woodrow Wilson's pioneering article, 'The Study of Administration' published in 1887. In this article Wilson stressed the need for comparative studies of administration. The idea of comparison got momentum, and it came to be widely held that without comparison, there can be no scientific study of administration. To understand the concept of comparative public administration, we should first clarify the meaning of comparative public administration.

### Course Outcomes:

**70PAD203 .1:** Students learn about the ideas and contributions of the various contemporary Administrative thinkers who have shaped the modern study of Public Administration.

**70PAD203 .2:** To Compare the administrative systems of developed and under developed countries

**70PAD203 .3:** Understand the origin, and purpose, of the development administration.

**70PAD203 .4:** Students will gain conceptual and theoretical understanding of Development Administration including the traditional administration. And also the interaction among bureaucracy and public, politicians and other experts

**70PAD203.5.** Student will be informed about Meaning, Salient Features, Development Administration and Administrative Development, Development Administration and Regulatory Administration,

### Scheme of Studies:

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Credits (C)	
			CI	LI	SW	SL		Total Study Hours (CI+LI+SW+SL)
Program Core	70PAD203	<b>Comparative &amp; Development Administration</b>	4	0	02	01	7	4





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- Legend:**
- CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),
  - LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)
  - SW:** Sessional Work (includes assignment, seminar, mini project etc.),
  - SL:** Self Learning,
  - C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )						Total Marks (CA+CT+SA+CAT+AT)		
			Class/Home Assignment 5 number 3 marks each (CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one (SA)	Class Activity any one (CAT)	Class Attendance (AT)				
Program core	70PAD203	Comparative & Development Administration	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD203 .1:** Students learn about the ideas and contributions of the various contemporary Administrative thinkers who have shaped the modern study of Public Administration.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the meaning Comparative Public Administration: Concept, Nature, Scope, Evaluation, Significance,</p> <p><b>SO1.2</b> We will understand the Public Administration and Environment.</p> <p><b>SO1.3</b> Understand the Civil service Theories and Models of Comparative Public Administration.</p> <p><b>SO1.4</b> Will understand Contribution of Ferd Rigges Montgomery Ferrel Hedy,</p> <p><b>SO1.5</b> Will understand the Bureaucratic and Ecological Models.</p>		<p><b>Unit-1.0</b> Comparative Public Administration</p> <p>1.1 Comparative Public Administration: Concept, Nature, Scope,</p> <p>1.2 Evaluation, Significance,</p> <p>1.3 Public Administration and Environment.</p> <p>1.4 Theories and Models of Comparative Public Administration:</p> <p>1.5 Contribution of Ferd Rigges</p> <p>1.6 Montgomery Ferrel Hedy,</p> <p>1.7 Bureaucratic and</p> <p>1.8 Ecological Models.</p> <p>1.9 Administrative Systems</p> <p>1.10 Governance Models</p> <p>1.11 Policy Implementation</p> <p>1.12 Bureaucratic Structures</p>	

**70PAD203 .2:** To Compare the administrative systems of developed and under developed countries

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, Select Features of the Administrative System of UK,</p> <p><b>SO2.2</b> Will understand the USA, France, Japan</p> <p><b>SO2.3</b> Will know about Switzerland and China.</p>	.	<p><b>Unit 2.</b> Administrative System</p> <p>2.1 Select Features of the Administrative System of UK, USA, France, Japan, Switzerland and China.</p> <p>2.2 Historical Development</p> <p>2.3 Government Structure</p> <p>2.4 Administrative Divisions</p> <p>2.5 Role of Bureaucracy</p> <p>2.6 Policy-Making Processes</p> <p>2.7 Public Sector Reforms</p> <p>2.8 Human Resource Management</p> <p>2.9 Financial Management</p> <p>2.10 Service Delivery Mechanisms</p> <p>2.11 Accountability and Transparency</p> <p>2.12 Legal Framework</p>	



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**70PAD203 .3:** Understand the origin, and purpose, of the development administration.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO3.1</b> Understanding Development Administration: Concept, Scope and Significance,</p> <p><b>SO3.2</b> Understanding Development Administration and Traditional Administration,</p> <p><b>SO3.3</b> will also understand Concept of Administrative Development,</p> <p><b>SO3.4</b> Will gain knowledge New Directions in Peoples Self Development and Empowerment.</p>	.	<p><b>Unit-3</b> Development Administration 3.1 Development Administration: Concept, 3.2 Scope and Significance, 3.3 Development Administration and Traditional Administration, 3.4 Concept of Administrative Development, 3.5 Changing Profile of Development Administration, 3.6 New Directions in Peoples Self Development and Empowerment. 3.7 Historical Evolution 3.8 Theoretical Frameworks 3.9 Policy Formulation 3.10 Project Management 3.11 Resource Allocation 3.12 Development Planning</p>	

**70PAD203 .4:** Students will gain conceptual and theoretical understanding of Development Administration including the traditional administration. And also the interaction among bureaucracy and public, politicians and other experts

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding Features of Administration System in Developed and Society,</p> <p><b>SO4.2</b> Understanding the Educationist and Journalists, Interactions in Bureaucracy and Citizens, Peoples Participation in Development.</p> <p><b>SO4.3</b> Will gain knowledge of Development Program: Project and Plan</p>	.	<p><b>Unit-4</b> Developed and Society 4.1 Select Features of Administration System in Developed and Society, 4.2 Interaction Among Bureaucrats, 4.3 Politician, 4.4 Technocrats, 4.5 Social Scientist,</p>	



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Formulation, Plan Implementation and Evaluation <b>SO4. 4</b> Also understand. Project Management Special Organization for the Development of SC/ST and Women <b>SO4. 5</b> Also understand.. Problem of Child Labour, Role of NGOS, Development and Environment..		4.6 Educationist and Journalists, 4.7 Interactions in Bureaucracy and Citizens, 4.8 Peoples Participation in Development. 4.9 Development Program: 4.10 project and Plan Formulation, 4.11 Plan Implementation and Evaluation, 4.12 Project Management Special Organization for the Development of SC/ST and Women.	
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**70PAD203.5.** Student will be informed about Meaning, Salient Features, Development Administration and Administrative Development, Development Administration and Regulatory Administration,

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO5.1</b> Will know about Development Administration in India: Need, Purpose, <b>SO5.2</b> Will understand the Concept and Importance of Development Administration in India Context, <b>SO5.3</b> Will know about the Administration for Development early experiment (Community Development Program) and other Development Programs, <b>SO5. 4,</b> Will gain knowledge State Development Council with Special Reference to MP, Role of Fifth Year Plan in Development, Jila Sarkar (MP)		<b>Unit 5:</b> Development Administration in India 5.1 Development Administration in India: Need, Purpose, 5.2 Concept and Importance of Development Administration in India Context, 5.3 Administration for Development early experiment (Community Development Program) and other Development Programs, 5.4 State Development Council with Special Reference to MP, 5.5 Role of Fifth Year Plan in Development, 5.6 Jila Sarkar (MP) 5.7 Policy Framework 5.8 Planning Process 5.9 Project Implementation 5.10 Resource Mobilization 5.11 Rural Development 5.12 Urban Development	



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**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (Cl)	Sessional Work (SW)	Self Learning (SI)	Total hour (Cl+SW+SI)
<b>70PAD203 .1:</b> Students learn about the ideas and contributions of the various contemporary Administrative thinkers who have shaped the modern study of Public Administration.	12	02	01	15
<b>70PAD203 .2:</b> To Compare the administrative systems of developed and under developed countries	12	02	01	15
<b>70PAD203 .3:</b> Understand the origin, and purpose, of the development administration.	12	02	01	15
<b>70PAD203 .4:</b> Students will gain conceptual and theoretical understanding of Development Administration including the traditional administration. And also the interaction among bureaucracy and public, politicians and other experts	12	02	01	15
<b>70PAD203 .5.</b> Student will be informed about Meaning, Salient Features, Development Administration and Administrative Development, Development Administration and Regulatory Administration,	12	02	01	15
Total Hours	60	10	05	75

**Suggestion for End Semester Assessment**

**Suggested Specification Table (For ESA)**

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
<b>70PAD203 -1</b>	Comparative Public Administration	01	01	03	05
<b>70PAD203 -2</b>	Administrative System	01	01	03	05
<b>70PAD203 -3</b>	Development Administration	-	03	10	13
<b>70PAD203 -4</b>	Developed and Society	-	03	10	13
<b>70PAD203 -5</b>	Development Administration in India	01	03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for Comparative & Development Administration Will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming



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### Suggested Learning Resources:

#### (a) Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Development Policy and Administration	Kuldeep Mathur	New Delhi: Sage	1996
2	Administering Development in the Third World: Constraints and Choices	Hari Mohan Mathur	New Delhi: Sage	1986
3	Development Administration	S.P.Verma and S.K.Sharma	New Delhi: IIPA	1984
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna.			

#### Curriculum Development Team:

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2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Art

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature	The M.A. MASTER will be acquainted with the social, economical, historical	The program also empowers the graduates to appear for various	The B. A. program enables the students to acquire the knowledge with	The students will be ignited enough to think and act over for the solution of various	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Able to know about the research and development opportunities in the field	Analyze the effectiveness of governmental policies and Programs	Deliberate about the administrative techniques, process and ethics
70PA D203 .1	3	3	3	2	2	2	1	2	3	3	3	3	3	3	3
70PA D203 .2	3	3	3	2	2	2	1	2	2	2	2	3	2	2	2
70PA D203 .3	3	3	2	2	1	2	1	1	2	2	2	2	3	3	3
70PA D203 .4	3	3	2	2	2	2	1	2	1	2	1	2	3	3	3
70PA D203 .5	3	3	2	2	1	2	1	1	2	2	2	3	3	3	3



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## Course Curriculum Map

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	<b>70PAD203 .1:</b> Students learn about the ideas and contributions of the various contemporary Administrative thinkers who have shaped the modern study of Public Administration.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Comparative Public Administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD203 .2:</b> To Compare the administrative systems of developed and under developed countries	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Administrative System 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD203 .3:</b> Understand the origin, and purpose, of the development administration.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Development Administration 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD203 .4:</b> Students will gain conceptual and theoretical understanding of Development Administration including the traditional administration. And also the interaction among bureaucracy and public, politicians and other experts	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Developed and Society 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD203 .5.</b> Student will be informed about Meaning, Salient Features, Development Administration and Administrative Development, Development Administration and Regulatory Administration,	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Development Administration in India 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**Department of Arts**

**Curriculum of M.A. PUBLIC ADMINISTRATION**

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## Semester-II

**Course Code:** 70PAD204  
**Course Title :** CONSTITUTIONAL SYSTEM IN INDIA - II

**Pre- requisite:** To study this course, a student must have passed Certificate program of M.A. PUBLIC ADMINISTRATION

**Rationale:** The student gets acquainted and develops competency in approaching the judiciary with the help various judgments and case laws that helped in developing the constitutional jurisprudence in India. To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.

### Course Outcomes:

- 70PAD204.1** Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.
- 70PAD204.2** Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution
- 70PAD204.3** Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.
- 70PAD204.4** sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.
- 70PAD204.5** Awareness about the develop a clear understanding about the important features of the Indian constitution,

### Scheme of Studies:

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours (CI+LI+SW+SL)	
Program Core	70PAD204	CONSTITUTIONAL SYSTEM IN INDIA - II	4	0	02	01	7	4





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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

### Scheme of Assessment:

#### Theory

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )								
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)			
Program core	70PAD 204	CONSTITUTIONAL SYSTEM IN INDIA - II	15	20	5	5	5	50	50	100	

### Course-Curriculum Detailing:

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD204.1** Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.

#### Approximate Hours

Item	Appx Hrs.
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Parliament: Lok Sabha and Rajya Sabha,</p> <p><b>SO1.2</b> We will understand the structure and functions,</p> <p><b>SO1.3</b> Understand the officers of Parliament-position and role.</p>		<p><b>Unit-1.0</b> Parliament</p> <p>1.1 Lok Sabha</p> <p>1.2 Rajya Sabha,</p> <p>1.3 structure and functions,</p> <p>1.4 Officers of Parliament-position and</p> <p>1.5 Role.</p> <p>1.6 Structure</p> <p>1.7 Functions</p> <p>1.8 Legislative Process</p> <p>1.9 Committees</p> <p>1.10 Roles of Members</p> <p>1.11 Parliamentary Procedures</p> <p>1.12 Relations with the Executive</p>	

**70PAD204.2:** Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO2.1</b> Will know the meaning, The State Legislature: Vidhan Sabha and</p> <p><b>SO2.2</b> Will understand the Vidhan Parishad:</p> <p><b>SO2.3</b> Will know about Officers of State Legislature.</p>	.	<p><b>Unit 2.</b> The State Legislature</p> <p>2.1 The State Legislature:</p> <p>2.2 Vidhan Sabha and</p> <p>2.3 Vidhan Parishad:</p> <p>2.4 Officers of State Legislature.</p> <p>2.5 Structure</p> <p>2.6 Composition</p> <p>2.7 Legislative Powers</p> <p>2.8 Functions and Responsibilities</p> <p>2.9 Sessions and Meetings</p> <p>2.10 Law-Making Process</p> <p>2.11 Committees</p> <p>2.12 Role of Members</p>	



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**70PAD204.3.** Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO3.1</b> Understanding The Legislative procedure: Formulation and passing of Bills in the Parliament</p> <p><b>SO3.2</b> Understanding Role of President and Governor</p> <p><b>SO3.3</b> will also understand Assembly respectively and their comparison.</p> <p><b>SO3.4</b> the formulation of a Act in the Parliament and Legislative</p>	.	<p><b>Unit-3</b> Legislative procedure 3.1 Legislative procedure: Formulation and passing of Bills in the Parliament. 3.2 Role of President and Governor in 3.3 the formulation of a Act in 3.4 the Parliament and Legislative 3.5 Assembly respectively and their comparison. 3.6 Drafting Legislation 3.7 Introduction of Bills 3.8 Committee Review 3.9 Debates and Discussions 3.10 Voting Procedures 3.11 Amendments and Revisions 3.12 Second Reading</p>	

**70PAD204. 4** sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding The Federal System: Distribution of legislative,</p> <p><b>SO4.2</b> Understanding the Executive Financial and administration powers,</p>	.	<p><b>Unit-4</b> The Federal System 4.1 The Federal System: Distribution of legislative, 4.2 Executive Financial and administration powers, 4.3 Inter-state Relation Emergency Provision: 4.4 Articles 352 and 356,</p>	



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<p><b>SO4.3</b> Will gain knowledge of Inter-state Relation Emergency Provision: Articles 352 and 356,</p> <p><b>SO4. 4</b> Also understand. Judicial Activisms Relevance of the present constitution Reforms.</p>		<p>4.5 Judicial Activisms Relevance of the present constitution Reforms.</p> <p>4.6 Definition and Principles</p> <p>4.7 Federal vs. Unitary Systems</p> <p>4.8 Distribution of Powers</p> <p>4.9 Federal vs. State Responsibilities</p> <p>4.10 Intergovernmental Relations</p> <p>4.11 Role of the Constitution</p> <p>4.12 Legislative Structures</p>	
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**70PAD204.5.** Awareness about the develop a clear understanding about the important features of the Indian constitution,

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO5.1</b> Will know about Human Rights: The international covenant on civil political rights,</p> <p><b>SO5.2</b> Will understand the the International covenant on economics,</p> <p><b>SO5.3</b> Will know about the National Human Rights Commission.</p> <p><b>SO5.4</b> Will understand the MP Human Rights commission</p>		<p><b>Unit 5:</b> Human Rights</p> <p>5.1 Human Rights: The international covenant on civil political rights,</p> <p>5.2 The International covenant on economics,</p> <p>5.3 Social and cultural Rights,</p> <p>5.4 National Human Rights Commission.</p> <p>5.5 Structure &amp; Function,</p> <p>5.6 MP Human Rights commission.</p> <p>5.7 Structure &amp; function.</p> <p>5.8 Definition and Concept</p> <p>5.9 Historical Development</p> <p>5.10 International Human Rights Instruments</p> <p>5.11 Fundamental Rights</p> <p>5.12 Civil and Political Rights</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<p><b>70PAD204.1.</b> Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.</p>	12	02	01	15



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<b>70PAD204.2.</b> Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution	12	02	01	15
<b>70PAD204.3.</b> Applying the concept from the knowledge gained in enforcing the Fundamental Rights.Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.	12	02	01	15
<b>70PAD204.4:</b> sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance	12	02	01	15
<b>70PAD204.5.</b> Awareness about the develop a clear understanding about the important features of the Indian constitution,	12	02	01	15
Total Hours	60	10	05	75

### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
<b>70PAD204-1</b>	Parliament	01	01	03	05
<b>70PAD204-2</b>	The State Legislature	01	01	03	05
<b>70PAD204-3</b>	Legislative procedure	-	03	10	13
<b>70PAD204-4</b>	The Federal System	-	03	10	13
<b>70PAD204-5</b>	Human Rights	01	03	10	14
Total		03	12	36	50

Legend:            **R: Remember,**            **U: Understand,**            **A: Apply**

The end of semester assessment for CONSTITUTIONAL SYSTEM IN INDIA - II will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming



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## Suggested Learning Resources

Books :

S. No.	Title	Author	Publisher	Edition & Year
1	Financial Administration of India,	Thavraja, M.J.K	Sultan Chand & Sons, New Delhi,	52 <sup>TH</sup> ,1994
2	Public administration	M LAKSHMIKANT	McGRAW HILL PUBLISHER , INDIA	
3	Public administration	Awasthi and Maheshwari,		
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna .			

Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire	The M.A. MASTER will be acquainted	The program also empowers the graduates	The B. A. program enables the	The students will be ignited enough to think	Program provides the base to be	Environment and	Ethics	Individual and team	Communication	Project management	Life-long learning	Able to know about the research and	Analyze the effectiveness of	Deliberate about the administrativ
70PA D204. 1	3	3	3	2	2	2	1	2	3	3	3	3	3	3	3
70PA D204. 2	3	3	3	2	2	2	1	2	2	2	2	3	2	2	2
70PA D204. 3	3	3	2	2	1	2	1	1	2	2	2	2	3	3	3
70PA D204. 4	3	3	2	2	2	2	1	2	1	2	1	2	3	3	3
70PA D204. 5	3	3	2	2	1	2	1	1	2	2	2	3	3	3	3



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### Course Curriculum Map

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5, 6,7,8,9,10 ,11,12 PSO:1,2,3	70PAD204.1, Understanding the Constitution and its values and to protect and nurture the ideals of the framers of the Constitution.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1.0 Parliament  1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD204.2.</b> Knowledge about the create awareness about Citizens rights and duties incorporated in Indian Constitution	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 The State Legislature 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	70PAD204.3. Applying the concept from the knowledge gained in enforcing the Fundamental Rights. Developing competency in challenging the state before the judiciary for the violating the core values of the Constitution.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3 Legislative procedure 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD204.4:</b> sources of local revenue To develop a clear understanding about the important features of the Indian constitution, the power and position of important functionaries like the President, Prime Minister and the Chief Ministers, the importance of the Courts and the nuances of the local governance.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: The Federal System 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD204.5.</b> Awareness about the develop a clear understanding about the important features of the Indian constitution	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Human Rights 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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# III

# MA PUBLIC ADMINISTRATION





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**Department of Arts**  
**Curriculum of M.A (PUBLIC ADMINISTRATION) Program**  
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**Semester-III**

**Course Code:** 70PAD301

**Course Title :** PUBLIC ADMINISTRATION IN INDIA

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD301.1:** At the end of this chapter, the student will explain the evaluation of Indian administration.

**70PAD301.2:** At the end of this chapter, the students will learn about the Political executive at the union level.

**70PAD301.3:** At the end of this chapter, the student will learn about the state administration.

**70PAD301.4:** At the end of this chapter, the student will learn about the Relationship between state & central government.

**70PAD301.5:** At the end of this chapter, the student will learn about the issues area in administration.

**Scheme of Studies:**



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Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours (CI+LI+SW+SL)	Total Credits (C)
			CI	LI	SW	SL		
	70PAD301	<b>Development Administration in Indian Perspectives</b>	4	0	02	01	7	4

**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture(L) and Tutorial (T)and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work(includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Progressive Assessment ( PRA )						Total Marks (CA+CT+SA+CAT +AT)		
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT +AT)			
	70PAD 301	Political Science	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD301 1:** At the end of this chapter, the student will explain the evaluation of Indian administration.



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**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Evaluation of Indian administration. <b>SO1.2</b> Understand the overview of Mughal period <b>SO1.3</b> Understand the overview of British period. <b>SO1.4</b> Understand the overview of Central state relation-legislative <b>SO1.5</b> Understand the overview of administrative and financial.		<b>Unit-1.0</b> <b>Evaluation of Indian administration</b> 1.1 Evaluation of Indian administration- Kautilya period, 1.2 Mughal period, 1.3 British period, 1.4 Central state relation-legislative, 1.5 Administrative and financial 1.6 Historical Evolution 1.7 Structure and Organization 1.8 Policy Implementation 1.9 Bureaucratic Efficiency 1.10 Public Service Delivery 1.11 Accountability and Transparency 1.12 Decentralization	

**70PAD301 2:** at the end of this chapter, the students will learn about the Political executive at the union level.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of Political executive at the union level. <b>SO2.2</b> Understanding about the Prime Minister, Council of Ministers, and Cabinet Committee. <b>SO2.3</b> Understanding about the Structure of central administration. <b>SO2.4</b> Understanding about the Cabinet secret, cabinet secretary, cabinet committees <b>SO2.5</b> Understanding about the Prime Minister Secretariat.		<b>Unit 2.</b> <b>Political executive at the union level</b> 2.1 Political executive at the union level: President, 2.2 Prime Minister, 2.3 Council of Ministers and Cabinet Committee. 2.4 Structure of central administration: 2.5 Central secretariat-home ministry, 2.6 Structure, function and its role. 2.7 Cabinet secret, 2.8 cabinet secretary, 2.9 cabinet committees, 2.10 Prime Minister Secretariat 2.11 Role and Functions 2.12 Interactions with Parliament	

**70PAD301 3:** At the end of this chapter, the student will learn about the state administration.



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**Approximate Hours**

Item	Appx Hours
CI	15
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO3.1</b> Understand the concept of State administration. <b>SO3.2</b> Understanding about the chief minister. <b>SO3.3</b> Understanding about the cabinet, state secretariat and Directorates. <b>SO3.4</b> Understand about the relationship between head quarter and field agencies. <b>SO3.5</b> Understand about the chief secretary-functions and power its role in MP administration.	.	<b>Unit-3 : State administration</b> 3.1 State administration: governor, 3.2 chief minister, 3.3 cabinet, 3.4 state secretariat and directorates, 3.5 Relationship between head quarter and field agencies, 3.6 Chief secretary-functions and power its role in MP administration. 3.7 Structure and Organization 3.8 Role of the Governor 3.9 Chief Minister and Cabinet 3.10 State Legislative Assembly 3.11 State Bureaucracy 3.12 Policy Implementation	

**70PAD301 4:** At the end of this chapter, the student will learn about the Relationship between state & central government.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO4.1</b> Understanding the concept of relationship between state & central government. <b>SO4.2</b> Understanding about the basic difference between central and state administration. <b>SO4.3</b> Understanding about the control over administration- legislative, executive and judicial central and state.	.	<b>Unit-4 : Relationship between state &amp; central government</b> 4.1 Relationship between state & central government, 4.2 basic difference between central and 4.3 state administration (reference to MP), 4.4 control over administration- legislative, executive and 4.5 Judicial central and state. 4.6 Constitutional Framework 4.7 Division of Powers 4.8 Legislative Relations 4.9 Executive Relations 4.10 Financial Relations 4.11 Intergovernmental Agreements 4.12 Conflict Resolution Mechanisms	

**70PAD301 5:** At the end of this chapter, the student will learn about the issues area in administration.



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO5.1</b> Understand about the relationship between political and permanent executive. <b>SO5.2</b> Understanding about the Public participation in administration <b>SO5.3</b> Understanding about the Lokpal and lokayukta. <b>SO5.4</b> Understanding about the Corruptions in administration. <b>SO5.5</b> Understanding about the Indian administration and globalization. <b>SO5.6</b> Understanding about the Movement of administrative reforms in India.		<b>Unit 5:</b> <b>Issues area in administration</b> 5.1 Issues area in administration: 5.2 relationship between political and permanent executive, 5.3 Public participation in administration, 5.4 Redressal of citizens grievances, 5.5 Lokpal 5.6 lokayukta, 5.7 Corruptions in administration: 5.8 cases and remedies. 5.9 Indian administration and 5.10 globalization, 5.11 Movement of administrative reforms in India.	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD301.1</b> At the end of this chapter, the student will explain the evaluation of Indian administration.	12	02	01	15
<b>70PAD301.2:</b> At the end of this chapter, the students will learn about the Political executive at the union level.	12	02	01	15
<b>70PAD301.3:</b> At the end of this chapter, the student will learn about the state administration.	12	02	01	15
<b>70PAD301.4:</b> At the end of this chapter, the student will learn about the Relationship between state & central government.	12	02	01	15
<b>70PAD301.5:</b> At the end of this chapter, the student will learn about the issues area in administration.	12	02	01	15
<b>Total Hours</b>	60	10	05	75



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD301-1	Evaluation of Indian administration	01	01	04	05
70PAD301-2	Political executive at the union level	01	01	04	05
70PAD301-3	State administration	01	03	09	13
70PAD301-4	Relationship between state & central government	01	03	08	13
70PAD301-5	Issues area in administration	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books:

S.No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. PUSHPA SONI Dept. of Arts AKS University, Satna .			

##### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
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3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its functioning and implementation.	Students will use various political concepts and ideology to analyze new situations.
70PA D301 .1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D301 .2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D301 .3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D301 .4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D301 .5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3

**Course Curriculum Map**



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Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	70PAD301.1 At the end of this chapter, the student will explain the evaluation of Indian administration.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Evaluation of Indian administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. ____ to ____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD301.2: At the end of this chapter, the students will learn about the Political executive at the union level.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Political executive at the union level 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD301.3: At the end of this chapter, the student will learn about the state administration.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: State administration 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD301.4: At the end of this chapter, the student will learn about the Relationship between state & central government.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Relationship between state & central government 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD301.5: At the end of this chapter, the student will learn about the issues area in administration.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Issues area in administration 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	





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**Semester-III**

**Course Code:** 70PAD302

**Course Title :** ADMINISTRATIVE THOUGHT

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD302 .1:** At the end of this chapter, the student will explain the evaluation of administrative thought in India.

**70PAD302 .2:** At the end of this chapter, the students will learn about the western administrative thought.

**70PAD302 .3:** At the end of this chapter, the student will learn about the concept of different thinkers.

**70PAD302 .4:** At the end of this chapter, the student will learn about the different thoughts of thinkers.

**70PAD302 .5:** At the end of this chapter, the student will learn about the different administrative thoughts.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours(CI+LI+SW+SL)	
	70PAD302	ADMINISTRATIVE THOUGHT	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture(L) and Tutorial (T)and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)		
	70PAD302	ADMINISTRATIVE THOUGHT	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD302.1:** At the end of this chapter, the student will explain the evaluation of administrative thought in India.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Manu. <b>SO1.2</b> Understand the overview of administrative thought of Kautilya. <b>SO1.3</b> Understand the overview of administrative thought of Sukra. <b>SO1.4</b> Understand the overview of administrative thought of Vidhur. <b>SO1.5</b> Understand the overview of administrative thought of Kmandhak.		<b>Unit-1 Evaluation of administrative thought in India</b> 1.1 Evaluation of administrative thought in India: Manu, 1.2 Kautilya, Sukra, 1.3 Vidhur and Kmandhak. 1.4 Ancient Administrative Systems 1.5 Mauryan Administration 1.6 Gupta Administration 1.7 Medieval Indian Administration 1.8 Mughal Administrative Practices 1.9 British Colonial Administration 1.10 Post-Independence Administrative Reforms 1.11 Panchayati Raj System 1.12 Civil Service Evolution	

**70PAD302 .2:** At the end of this chapter, the students will learn about the western administrative thought.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of administrative thought of Woodrow Wilson. <b>SO2.2</b> Understanding about the administrative thought of F.W. Taylor. <b>SO2.3</b> Understanding about the administrative thought of Henry Fayol. <b>SO2.4</b> Understanding about the administrative thought of Max Weber. <b>SO2.5</b> Understanding about the administrative thought of L. Gullick and L. Urwick.		<b>Unit 2. Western administrative thought</b> 2.1 Western administrative thought: 2.2 Woodrow Wilson, 2.3 F.W. Taylor, 2.4 Henry Fayol, 2.5 Max Weber, 2.6 L. Gullick and L. Urwick. 2.7 Classical Management Theories 2.8 Scientific Management 2.9 Bureaucratic Theory 2.10 Administrative Behavior 2.11 Human Relations Movement Systems Theory 2.12 Contingency Theory	

**70PAD302. 3:** At the end of this chapter, the student will learn about the concept of different thinkers.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO3.1</b> Understand the concept of administrative thought of M.P. Follet. <b>SO3.2</b> Understanding about the administrative thought of Elton Mayo. <b>SO3.3</b> Understanding about the administrative thought of Herbert Simon. <b>SO3.4</b> Understand about the <b>administrative</b> thought of C. Barnard. . .	.	<b>Unit-3 : Administrative Thinkers</b> 3.1 M.P. Follet, 3.2 Elton Mayo, 3.3 Herbert Simon, 3.4 C. Barnard. 3.5 Frederick Taylor 3.6 Henri Fayol 3.7 Max Weber 3.8 Elton Mayo 3.9 Chester Barnard 3.10Herbert Simon 3.11Mary Parker Follett 3.12Luther Gulick	

**70PAD302. 4:** At the end of this chapter, the student will learn about the different thoughts of thinkers.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
SO4.1 Understanding the concept of administrative thought of Maslow. SO4.2 Understanding about the administrative thought of C. Argyris. SO4.3 Understanding about the administrative thought of F. Likert. SO4.4 Understanding about the administrative thought of F. Hirzberg. SO4.5 Understanding about the administrative thought of Douglas. SO4.6 Understanding about the administrative thought of McGregor.	.	<b>Unit-4 : Different administrative thinkers</b> 4.1 Maslow, 4.2 C. Argyris, 4.3 . Likert, 4.4 F. Hirzberg, 4.5 Douglas, 4.6 McGregor 4.7 Frederick Winslow Taylor 4.8 Henri Fayol 4.9 Max Weber 4.10Elton Mayo 4.11Chester I. Barnard 4.12Herbert A. Simon	

**70PAD302 5:** At the end of this chapter, the student will learn about the different administrative thoughts.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
SO5.1 Understand about the administrative thought of Karl Marx. SO5.2 Understanding about the administrative thought of Yehezkel D. SO5.3 Understanding about the administrative thought of Fred Riggs. SO5.4 Understanding about the administrative thought of M.K. Gandhi.		Unit 5: Different administrative thoughts 5.1 Karl Marx, 5.2 Yehezkel Dror, 5.3 Fred Riggs, 5.4 M.K. Gandhi. 5.5 Strategic Planning 5.6 Organizational Structure 5.7 Human Resource Management 5.8 Financial Management 5.9 Project Management 5.10 Information Technology Management 5.11 Risk Management 5.12 Policy Development	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
70PAD302.1 At the end of this chapter, the student will explain the evaluation of administrative thought in India.	12	02	01	15
70PAD302.2: At the end of this chapter, the students will learn about the western administrative thought.	12	02	01	15
70PAD302.3: At the end of this chapter, the student will learn about the concept of different thinkers.	12	02	01	15
70PAD302.4: At the end of this chapter, the student will learn about the different thoughts of thinkers.	12	02	01	15
70PAD302.5: At the end of this chapter, the student will learn about the different administrative thoughts	12	02	01	15
<b>Total Hours</b>	60	10	05	75

**Suggestion for End Semester Assessment**

**Suggested Specification Table (For ESA)**

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD302-1	Evaluation of administrative thought in India	01	01	04	05
70PAD302-2	Western administrative thought	01	01	04	05
70PAD302-3	Administrative Thinkers	01	03	09	13
70PAD302-4	Different administrative thinkers	01	03	08	13
70PAD302-5	Different administrative thoughts	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.



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**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

**Suggested Learning Resources:**

**(a) Books:**

S. No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. PUSHPA SONI Dept. of Arts AKS University, Satna .			

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5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social	The M.A. Master will be acquainted with the social, economical, historical, geographical.	The program also empowers the graduates to appear for various	The B. A. program enables the students to acquire the knowledge with human values	The students will be ignited enough to think and act over for the solution of various issues	Program provides the base to be the	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for	Students will be able to explain the Governmental mechanism from Gram	Students will use various political concepts and ideology to
70PA D302 .1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D302 .2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D302 .3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D302 .4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D302 .5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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**Course Curriculum Map**

Pos & PSOs -No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO:1,2,3	70PAD302.1. at the end of this chapter, the student will explain the evaluation of administrative thought in India.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Evaluation of administrative thought in India 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD302.2: At the end of this chapter, the students will learn about the western administrative thought.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Western administrative thought 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD302.3: At the end of this chapter, the student will learn about the concept of different thinkers.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Administrative Thinkers 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD302.4: At the end of this chapter, the student will learn about the different thoughts of thinkers.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Different administrative thinkers 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD302.5: At the end of this chapter, the student will learn about the different administrative thoughts.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Different administrative thoughts 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**Semester-III**

**Course Code:** 70PAD303

**Course Title :** SOCIAL WELFARE ADMINISTRATION

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

- 70PAD303.1:** At the end of this chapter, the student will explain the evaluation of administrative thought in India.
- 70PAD303. 2:** At the end of this chapter, the students will learn about the social welfare administration in India.
- 70PAD303. 3:** At the end of this chapter, the student will learn about the evaluation of social welfare in India.
- 70PAD303. 4:** At the end of this chapter, the student will learn about the social policy.
- 70PAD303 .5:** At the end of this chapter, the student will learn about the Social Planning in India.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours(CI+LI+SW+SL)	Total Credits (C)
			CI	LI	SW	SL		
	70PAD303	SOCIAL WELFARE ADMINISTRATION	6	0	0	0	6	6





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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )								
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT )	Class Attendance (AT)	Total Marks (CA+CT+SA+C AT+AT)			
	70PAD 303	SOCIAL WELFARE ADMINISTRATION	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD303. 1:** At the end of this chapter, the student will explain the evaluation of administrative thought in India.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Concept of administrative thought in India.</p> <p><b>SO1.2</b> Understand the overview of Methods of social administration.</p> <p><b>SO1.3</b> Understand the overview of Community organization.</p> <p><b>SO1.4</b> Understand the overview of Principles and task of social welfare administration.</p> <p><b>SO1.5</b> Understand the overview of distinction between public and social welfare administration.</p>		<p><b>Unit-1.0 Evaluation of administrative thought in India</b></p> <p>1.1 Basic concept: meaning, nature, scope and principles of social administration.</p> <p>1.2 Methods of social administration: social case work, group work,</p> <p>1.3 Community organization, scope,</p> <p>1.4 Principles and task of social welfare administration,</p> <p>1.5 Distinction between public and social welfare administration.</p> <p>1.6 Historical Development of Administration</p> <p>1.7 Influence of British Colonial Rule</p> <p>1.8 Post-Independence Administrative Reforms</p> <p>1.9 Role of the Indian Administrative Service (IAS)</p> <p>1.10 Decentralization and Panchayati Raj Institutions</p> <p>1.11 Public Sector Undertakings (PSUs)</p> <p>1.12 E-Governance Initiatives</p>	

**70PAD303. 2:** At the end of this chapter, the students will learn about the social welfare administration in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO2.1</b> Understand the concept of Social welfare administration in India,</p> <p><b>SO2.2</b> Understanding about the Dept. of child and women dept., center social welfare board.</p> <p><b>SO2.3</b> Understanding about the At the state level.</p> <p><b>SO2.4</b> Understanding about the At the local level.</p>		<p><b>Unit 2. Social welfare administration in India</b></p> <p>2.1 Social welfare administration in India: at the central level: organization and function of central ministry of welfare,</p> <p>2.2 Dept. of child and women dept., Center</p> <p>2.3 social welfare board (its compositions, function, status)</p> <p>2.4 At the state level: the state dept. /directorates of social welfare organization and function of social welfare dept. with special reference to organization and function of directorate of social welfare in M.P.</p> <p>2.5 At the local level: social welfare by rural and urban local bodies and district administration. Sure! Here are 14 subtopics on social welfare administration in India:</p> <p>2.6 Historical Evolution of Social Welfare in India</p> <p>2.7 Role of Government in Social Welfare</p> <p>2.8 Non-Governmental Organizations (NGOs)</p> <p>2.9 Social Welfare Legislation</p> <p>2.10 Child Welfare Programs</p> <p>2.11 Women's Empowerment Initiatives</p> <p>2.12 Disability Services and Inclusion</p>	



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**70PAD303 .3:** At the end of this chapter, the student will learn about the evaluation of social welfare in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO3.1</b> Understand the concept of Evaluation of social welfare in India. <b>SO3.2</b> Understanding about the Commissions for SC/ST and OBC. <b>SO3.3</b> Understanding about the Development program for SC/ST. <b>SO3.4</b> Understand about the <b>OBC's</b> child minorities, and poor.	.	<b>Unit-3 : Evaluation of social welfare in India</b> 3.1 Evaluation of social welfare in India: constitution provision for welfare of SC/ST and other backward classes, 3.2 Commissions for SC/ST and OBC, 3.3 Development program for SC/ST, 3.4 OBC's child minorities and poor. 3.5 Impact of Social Welfare Programs on Poverty 3.6 Effectiveness of Child Welfare Schemes 3.7 Women's Empowerment and Gender Equality 3.8 Accessibility and Quality of Health Services 3.9 Education and Skill Development Outcomes 3.10 Implementation of Disability Services 3.11 Social Security Coverage and Effectiveness 3.12 Senior Citizen Welfare Programs	

**70PAD303 .4:** At the end of this chapter, the student will learn about the social policy.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO4.1</b> Understanding the concept of Social policy. <b>SO4.2</b> Understanding about the Components of social policy. <b>SO4.3</b> Understanding about the History of social policy in India. <b>SO4.4</b> Understanding about the Social legislation in India.	.	<b>Unit-4 : Social policy</b> 4.1 Social policy: meaning and definition, need for social policy, 4.2 Components of social policy, social policy and economic and social development people Participation in social policy. 4.3 History of social policy in India, social policy in MP for SC/ST and OBC's. 4.4 Social legislation in India (organize, nature, utility, type and some important social legislation) various of the way of social legislation. Sure! Here are 14 subtopics on social policy 4.5 Health Policy 4.6 Education Policy 4.7 Housing Policy 4.8 Social Security and Welfare Policy 4.9 Employment and Labor Policy 4.10 Family and Childcare Policy 4.11 Disability Policy 4.12 Aging and Elderly Care Policy	



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**70PAD303 5:** At the end of this chapter, the student will learn about the Social Planning in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO5.1</b> Understand about the Social Planning in India. <b>SO5.2</b> Understanding about the Social development under various Five Year Plans. <b>SO5.3</b> Understanding about the Organization and role of non-government agencies. <b>SO5.4</b> Understanding about the Control over social organization. <b>SO5.5</b> Understanding about the Problem of social administration in India.		<b>Unit 5: Social Planning in India</b> 5.1 Social Planning in India: need and scope of social planning, Social development under various Five Year Plans, critical evaluation of social planning. 5.2 Organization and role of non-government agencies, 5.3 Control over social organization, role of voluntary organization in social welfare. 5.4 Problem of social administration in India: (a) coordination (b) human relation (c) grant-in-aid (d) common civil code. 5.5 Poverty Alleviation 5.6 Education Reforms 5.7 Healthcare Accessibility 5.8 Employment Generation 5.9 Rural Development 5.10 Urban Planning 5.11 Housing and Slum Development 5.12 Women Empowerment	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
70PAD303.1: At the end of this chapter, the student will explain the evaluation of administrative thought in India.	12	02	01	15
70PAD303.2: At the end of this chapter, the students will learn about the social welfare administration in India.	12	02	01	15
70PAD303.3: At the end of this chapter, the student will learn about the evaluation of social welfare in India.	18	02	01	15
70PAD303.4: At the end of this chapter, the student will learn about the social policy	18	02	01	15
70PAD303.5: At the end of this chapter, the student will learn about the Social Planning in India.	18	02	01	15
<b>Total Hours</b>	<b>60</b>	<b>10</b>	<b>05</b>	<b>75</b>



## Suggestion for End Semester Assessment

### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD303-1	Evaluation of administrative thought in India	01	01	04	05
70PAD303-2	Social welfare administration in India	01	01	04	05
70PAD303-3	Evaluation of social welfare in India	01	03	09	13
70PAD303-4	Social policy	01	03	08	13
70PAD303-5	Social Planning in India	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U:Understand, A:Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

### Suggested Instructional/Implementation Strategies

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

### Suggested Learning Resources:

#### (a) Books:

S. No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. PUSHPA SONI Dept. of Arts, AKS University, Satna .			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature	The M.A. Master will be acquainted with the social, economical, historical, geographical, political	The program also empowers the graduates to appear for various	The B. A. program enables the students to acquire the knowledge with human values framing the base	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to	Program provides the base to be the responsible	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest	Students will use various political concepts and ideology to analyze new situations.
70PAD303.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PAD303.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PAD303.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PAD303.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PAD303.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3

**Course Curriculum Map**

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	70PAD303.1: At the end of this chapter, the student will explain the evaluation of administrative thought in India.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Evaluation of administrative thought in India 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD303.2: At the end of this chapter, the students will learn about the social welfare administration in India.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Social welfare administration in India 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD303.3: At the end of this chapter, the student will learn about the evaluation of social welfare in India.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Evaluation of social welfare in India 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD303.4: At the end of this chapter, the student will learn about the social policy.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Social policy 4.1,4.2,4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD303.5: At the end of this chapter, the student will learn about the Social Planning in India.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Social Planning in India 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**Semester-III**

**Course Code:** 70PAD304

**Course Title :** CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD304 1:** at the end of this chapter, the student will learn the basic concept of H.R.D

**70PAD304 2:** at the end of this chapter, the students will learn about macro level scenario of human resource.

**70PAD304 3:** at the end of this chapter, the student will learn about the job evaluation.

**70PAD304 4:** at the end of this chapter, the student will learn about the action areas: issues and experiences.

**70PAD304 5:** at the end of this chapter, the student will learn about the Measurement in Human Resource Planning.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours(CI+LI+SW+SL)	
	70PAD304	CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture(L) and Tutorial (T)and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work(includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

### Scheme of Assessment:

#### Theory

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)		
	70PAD304	CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING	15	20	5	5	5	50	50	100

### Course-Curriculum Detailing:

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD304.1:** At the end of this chapter, the student will learn the basic concept of H.R.D.

Approximate Hours

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15





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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Basic Concept of H.R.D. <b>SO1.2</b> Understand the overview of Process of H.R.D. <b>SO1.3</b> Understand the overview of Experiences		<b>Unit-1.0 Basic Concept of H.R.D.</b> 1.1 Basic Concept of H.R.D. : 1.2 Definition, 1.3 Nature Scope and Significance, 1.4 Process of H.R.D., 1.5 Experiences 1.6 Human Resource Development 1.7 Training and Development 1.8 Organizational Development 1.9 Performance Management 1.10 Career Planning 1.11 Leadership Development 1.12 Employee Motivation	

**70PAD304.2:** At the end of this chapter, the students will learn about macro level scenario of human resource.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of Macro Level Scenario of Human Resource Planning. <b>SO2.2</b> Understanding about the Concept and Process of Human Resource Planning Methods. <b>SO2.3</b> Understanding about the Techniques of Demand and Supply. <b>SO2.4</b> Understanding about the Forecasting.		<b>Unit 2. Macro Level Scenario of Human Resource</b> 2.1 Macro Level Scenario of Human Resource Planning, 2.2 Concept and Process of Human Resource Planning Methods 2.3 Techniques of Demand and Supply, 2.4 Forecasting. 2.5 Global Workforce Trend 2.6 Labor Market Dynamics 2.7 Economic Impact on HR 2.8 Technological Advancements 2.9 Workforce Demographics 2.10 Employment Regulations 2.11 Talent Mobility 2.12 HR Metrics and Analytics	

**70PAD304 .3:** At the end of this chapter, the student will learn about the job evaluation.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
SO3.1 Understand the concept of Job Evaluation. SO3.2 Understanding about the Job Analysis. SO3.3 Understanding about the Job Description.	.	Unit-3 : Job Evaluation 3.1 Job Evaluation : Concepts, 3.2 Scope and Limitations, 3.3 Job Analysis, 3.4 Job Description. 3.5 Job Analysis 3.6 Job Description 3.7 Job Specification 3.8 Job Ranking 3.9 Job Classification 3.10 Point Factor Method 3.11 Factor Comparison Method 3.12 Market Pricing	

**70PAD304 .4:** At the end of this chapter, the student will learn about the action areas: issues and experiences.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
SO4.1 Understanding the concept of action areas : issues and experiences. SO4.2 Understanding about the Induction and Placements SO4.3 Understanding about the Performance and Potential Appraisal. SO4.4 Understanding about the Transfer, Promotion. SO4.5 Understanding about the Reward Policies, Training and Retraining.	.	<b>Unit-4 : Action Areas : Issues and Experiences</b> 4.1 Action Areas : Issues and Experiences : Selection and Recruitment, 4.2 Induction and Placements, 4.3 Performance and Potential Appraisal, 4.4 Transfer, Promotion, 4.5 Reward Policies, Training and Retraining. 4.6 Policy Implementation 4.7 Resource Allocation 4.8 Stakeholder Engagement 4.9 Risk Management 4.10 Program Evaluation 4.11 Capacity Building 4.12 Monitoring and Assessment	

**70PAD304 5:** At the end of this chapter, the student will learn about the Measurement in Human Resource Planning.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO5.1</b> Understand about the Measurement in Human Resource Planning.</p> <p><b>SO5.2</b> Understanding about the Human Resource Audit.</p> <p><b>SO5.3</b> Understanding about the Human Resource Accounting Productivity and Incentives Concept.</p> <p><b>SO5.4</b> Understanding about the Criteria and Constraints.</p>		<p><b>Unit 5: Measurement in Human Resource Planning</b></p> <p>5.1 Measurement in Human Resource Planning : Human Resource Information Systems,</p> <p>5.2 Human Resource Audit,</p> <p>5.3 Human Resource Accounting Productivity and Incentives Concept,</p> <p>5.4 Criteria and Constraints.</p> <p>5.5 Workforce Forecasting</p> <p>5.6 Talent Gap Analysis</p> <p>5.7 Recruitment Metrics</p> <p>5.8 Employee Turnover Rate</p> <p>5.9 Retention Rate</p> <p>5.10 Succession Planning Metrics</p> <p>5.11 Training Effectiveness</p> <p>5.12 Performance Evaluation</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (Sl)	Total hour (CI+SW+Sl)
70PAD304.1: At the end of this chapter, the student will learn the basic concept of H.R.D	12	02	01	15
70PAD304.2: At the end of this chapter, the students will learn about macro level scenario of human resource.	12	02	01	15
70PAD304.3: At the end of this chapter, the student will learn about the job evaluation.	12	02	01	15
70PAD304.4: At the end of this chapter, the student will learn about the action areas: issues and experience	12	02	01	15
70PAD304.5: At the end of this chapter, the student will learn about the Measurement in Human Resource Planning.	12	02	01	15
<b>Total Hours</b>	60	10	05	75

**Suggestion for End Semester Assessment**

**Suggested Specification Table (For ESA)**

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD304-1	Basic concepts of H.R.D.	01	01	04	05
70PAD304-2	Macro Level Scenario of Human Resource	01	01	04	05
70PAD304-3	Job Evaluation	01	03	09	13
70PAD304-4	Action Areas : Issues and Experiences	01	03	08	13
70PAD304-5	Measurement in Human Resource Planning	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.



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**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

**Suggested Learning Resources:**

**(a) Books:**

S. No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. Pushpa Soni Dept. of Arts AKS University, Satna .			

**Curriculum Development Team:**

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which	The M.A. Master will be acquainted with the social, economical, historical, geographical, political,	The program also empowers the graduates to appear for various competitive examinations or	The B. A. program enables the students to acquire the knowledge with human values framing the base	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human	Program provides the base to be the responsible	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest	Students will use various political concepts and ideology to analyze new situations.
70PA D304.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D304.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D304.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D304.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D304.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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**Course Curriculum Map**

Pos & PSOs -No	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	70PAD304.1: At the end of this chapter, the student will learn the basic concept of H.R.D	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Basic concepts of H.R.D 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD304.2: At the end of this chapter, the students will learn about macro level scenario of human resource.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Macro Level Scenario of Human Resource 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD304.3: At the end of this chapter, the student will learn about the job evaluation.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Job Evaluation 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD304.4: At the end of this chapter, the student will learn about the action areas: issues and experiences.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Action Areas : Issues and Experiences 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD304.5: At the end of this chapter, the student will learn about the Measurement in Human Resource Planning.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Measurement in Human Resource Planning 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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# **IV**

# **MA PUBLIC ADMINISTRATION**



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**AKS University**  
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**Department of Arts**  
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**Semester-IV**

**Course Code:** 70PAD401

**Course Title :** LOCAL ADMINISTRATION

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD401.1:** At the end of this chapter, the student will explain the core concept of C programming.

**70PAD401.2:** At the end of this chapter, the students will use data types, variables, formatted and unformatted function and decision and looping control statement in program.

**70PAD401.3:** At the end of this chapter, the student will use the function and array in the program.

**70PAD401.4:** At the end of this chapter, the student will use the pointer and structure in the program.

**70PAD401.5:** At the end of this chapter, the student will use the file handling in the program.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Study Hours (CI+LI+SW+SL)	TotalCredits (C)
			CI	LI	SW	SL		
Program Core (36)	70PAD401	LOCAL ADMINISTRATION	6	0	0	0	6	6



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**Legend:** **CI:** Class room Instruction (Includes different instructional strategies i.e. Lecture(L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )								
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)			
	70PAD 401	LOCAL ADMINISTRATION	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD401.1:** At the end of this chapter, the student will learn about the local self administration.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
<b>Total</b>	<b>15</b>





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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Concept of Local self administration</p> <p><b>SO1.2</b> Understand the overview of local self government</p> <p><b>SO1.3</b> Understand the overview Medieval and modern India.</p> <p><b>SO1.4</b> Understand the overview democratic decentralization in India</p>		<p><b>Unit-1.0</b> <b>Local self administration</b></p> <p>1.1 Local self administration: meaning, nature, essential characteristics importance</p> <p>1.2 Evaluation of local self government during the ancient Medieval and modern India</p> <p>1.3 Theory and practice of democratic decentralization in India.</p> <p>1.4 Local Governance Structures</p> <p>1.5 Urban and Rural Local Bodies</p> <p>1.6 Municipal Corporations</p> <p>1.7 Panchayati Raj Institutions</p> <p>1.8 Roles and Responsibilities of Local Authorities</p> <p>1.9 Fiscal Decentralization</p> <p>1.10 Local Elections and Representation</p> <p>1.11 Citizen Participation</p> <p>1.12 Public Accountability and Transparency</p>	

**70PAD401.2:** At the end of this chapter, the students will learn about the structure of urban local self government in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO2.1</b> Concept the organizational structure of urban local self government in India</p> <p><b>SO2.2</b> Understanding about the local administration.</p> <p><b>SO2.3</b> Understanding the Main features of 74"constitutional amendment.</p>	.	<p><b>Unit 2.</b> <b>Structure of urban local self government in India</b></p> <p>2.1 The organizational structure of urban local self government in India.</p> <p>2.2 Compositions, function, power and role of various kinds of local bodies.</p> <p>2.3 Local administration of metropolitan towns, municipal corporation</p> <p>2.4 Main features of 74"constitutional amendment (with special reference to MP, Bihar, UP, Rajasthan). Municipal Corporations</p> <p>2.5 Municipal Councils</p> <p>2.6 Nagar Panchayats</p> <p>2.7 Ward Committees</p> <p>2.8 Mayor</p> <p>2.9 Deputy Mayor</p> <p>2.10 Municipal Commissioner</p> <p>2.11 Standing Committees</p> <p>2.12 Finance Committees</p>	



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**70PAD401.3:** At the end of this chapter, the student will learn about the growth of rural administrative institution in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<p><b>SO3.1</b> Concept of Growth of rural administrative.</p> <p><b>SO3.2</b> Understanding the Structure function, power and role of Gram Sabha.</p> <p><b>SO3.3</b> Understanding the Gram Panchyat, janpad Panchyat, Zila Panchyat .</p> <p><b>SO3.4</b> Understanding about role in development main feature of 73% constitutional amendment.</p>	.	<p><b>Unit-3 : Growth of Rural</b></p> <p>3.1 Growth of rural administrative institution in India, early experiments.</p> <p>3.2 Structure function, power and role of Gram Sabha. Gram Panchyat, janpad Panchyat, Zila Panchyat (with reference to MP) their role in development main feature of 73% Constitutional amendment (with reference to all states).</p> <p>3.3 Agricultural Development</p> <p>3.4 Rural Infrastructure</p> <p>3.5 Rural Electrification</p> <p>3.6 Water Supply and Sanitation</p> <p>3.7 Rural Health Services</p> <p>3.8 Education and Literacy</p> <p>3.9 Rural Roads and Connectivity</p> <p>3.10 Telecommunication in Rural Areas</p> <p>3.11 Rural Housing</p> <p>3.12 Panchayati Raj Institutions</p>	

**70PAD401.4:** At the end of this chapter, the student will learn about the problem of panchayati raj.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding about panchayati raj.</p> <p><b>SO4.2</b> Understanding about the District government and local bodies.</p> <p><b>SO4.3</b> Understanding about the State control over local bodies.</p>	.	<p><b>Unit-4 : Panchayati Raj</b></p> <p>4.1 The problem of panchayati raj.</p> <p>4.2 District government and local bodies the role of collector.</p> <p>4.3 State control over local bodies of MP.</p> <p>4.4 History of Panchayati Raj in India</p> <p>4.5 Constitutional Provisions (73rd Amendment)</p> <p>4.6 Three-tier System</p> <p>4.7 Gram Sabha</p> <p>4.8 Gram Panchayat</p> <p>4.9 Panchayat Samiti</p>	



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		4.10 Zila Parishad	
		4.11 Powers and Functions of Panchayats	
		4.12 Financial Resources of Panchayats	

**70PAD401.5:** At the end of this chapter, the students learn about the panchyat and rural development.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO5.1</b> Understand about the directorate of local bodies and Panchyat and rural development.</p> <p><b>SO5.2</b> Understanding about the Local civil services and public relation.</p> <p><b>SO5.3</b> Understanding about the 3 Features of local government in different countries.</p>		<p><b>Unit 5: Panchyat and rural development</b></p> <p>5.1 The role of directorate of local bodies and Panchyat and rural development challenges and problem of rural and urban local bodies and suggestions to Strength its.</p> <p>5.2 Local civil services and public relation.</p> <p>5.3 Features of local government in different countries- UK, USA and France. Organisation and function.</p> <p>5.4 Role of Panchayats in Rural Development</p> <p>5.5 Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)</p> <p>5.6 Swachh Bharat Mission (Rural)</p> <p>5.7 Pradhan Mantri Awas Yojana (Gramin)</p> <p>5.8 National Rural Livelihood Mission (NRLM)</p> <p>5.9 Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)</p> <p>5.10 Integrated Rural Development Program (IRDP)</p> <p>5.11 Watershed Development Programs</p> <p>5.12 Rural Health Initiatives</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
70PAD401.1: At the end of this chapter, the student will explain the core concept of C programming.	12	02	01	15
70PAD401.2: At the end of this chapter, the students will use data types, variables, formatted and unformatted function and decision and looping control statement in program.	12	02	01	15
70PAD401.3: At the end of this chapter, the student will use the function and array in the program.	12	02	01	15
70PAD401.4: At the end of this chapter, the student will use the pointer and structure in the program	12	02	01	15
70PAD401.5: At the end of this chapter, the student will use the file handling in the program	12	02	01	15
Total Hours	60	10	05	75



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD401-1	Local self administration	01	01	03	05
70PAD401-2	Structure of urban local self government in India	01	01	03	05
70PAD401-3	Growth of Rural	-	03	10	13
70PAD401-4	Panchayati Raj	-	03	10	13
70PAD401-5	Panchyat and rural development	01	03	10	14
<b>Total</b>		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books:

S.No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. Pushpa soni Dept. of Arts AKS University, Satna.			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts



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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and	The M.A. Master will be acquainted with the social, economical, historical, geographical, political	The program also empowers the graduates to appear for various	The B. A. program enables the students to acquire the knowledge with human values framing the base	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over	Students will use various political concepts and ideology to analyze new situations
70PA D401 .1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D401 .2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D401 .3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D401 .4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D401 .5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3

**Course Curriculum Map**

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	70PAD401.1: At the end of this chapter, the student will explain the core concept of C programming.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Local self administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD401.2: At the end of this chapter, the students will use data types, variables, formatted and unformatted function and decision and looping control statement in program.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Structure of urban local self government in India 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD401.3: At the end of this chapter, the student will use the function and array in the program.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Growth of Rural 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD401.4: At the end of this chapter, the student will use the pointer and structure in the program.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Panchayati Raj 4.1,4.2,4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	70PAD401.5: At the end of this chapter, the student will use the file handling in the program.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Panchyat and rural development 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12	



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### Semester-IV

**Course Code:** 70PAD402

**Course Title :** **Development Administration in Indian Perspectives**

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

- 70PAD402.1:** At the end of this chapter, the student will explain the core concept of development of administration.
- 70PAD402.2:** At the end of this chapter, the students will learn about the different planning of administration.
- 70PAD402.3:** At the end of this chapter, the student will learn about the bureaucracy and development administration.
- 70PAD402.4:** At the end of this chapter, the student will learn about the interaction among bureaucrats.
- 70PAD402.5:** At the end of this chapter, the student will learn about the development administration in India.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)				Total Credits (C)	
			CI	LI	SW	SL		Total Study Hours (CI+LI+SW+SL)
	70PAD402	Development Administration in Indian Perspectives	4	0	02	01	7	4



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- Legend:**
- CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),
  - LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)
  - SW:** Sessional Work (includes assignment, seminar, mini project etc.),
  - SL:** Self Learning,
  - C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Progressive Assessment ( PRA )						Total Marks (CA+CT+SA+CAT+AT)		
			Class/Home Assignment 5 number 3 marks each ( CA )	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA )	Class Activity any one (CAT)	Class Attendance (AT)				
	70PAD 402	Development Administration in Indian Perspectives	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD402.1:** At the end of this chapter, the student will explain the core concept of development of administration.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
<b>Total</b>	<b>15</b>



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO1.1</b> Understand the Concept of Development administration.</p> <p><b>SO1.2</b> Understand the overview of traditional administration.</p> <p><b>SO1.3</b> Understand the overview of characteristics of administration in development and developing countries.</p>		<p><b>Unit-1</b> <b>Development Administration</b></p> <p>1.1 Development administration: Concept, Meaning, nature and scope;</p> <p>1.2 Development administration and traditional administration.</p> <p>1.3 Characteristics of administration in development and developing countries. Concept and Definition of Development Administration</p> <p>1.4 Historical Evolution of Development Administration</p> <p>1.5 Characteristics of Development Administration</p> <p>1.6 Role of Bureaucracy in Development Administration</p> <p>1.7 Planning and Policy Formulation</p> <p>1.8 Implementation of Development Programs</p> <p>1.9 Decentralization and Local Governance</p> <p>1.10 Public Participation in Development</p> <p>1.11 Capacity Building and Training</p> <p>1.12 Monitoring and Evaluation of Development Projects</p>	

**70PAD402. 2:** At the end of this chapter, the students will learn about the different planning of administration.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO2.1</b> Understand the concept of planning.</p> <p><b>SO2.2</b> Understanding about the plan formulations.</p> <p><b>SO2.3</b> Understanding the Plan implementation and evalua</p>		<p><b>Unit 2.</b> <b>Planning</b></p> <p>2.1 Planning: Projects.</p> <p>2.2 Plan formulations.</p> <p>2.3 Plan implementation and evaluation.</p> <p>2.4 Types of Planning</p> <p>2.5 Planning Process and Steps</p> <p>2.6 Strategic Planning</p> <p>2.7 Operational Planning</p> <p>2.8 Tactical Planning</p> <p>2.9 Contingency Planning</p> <p>2.10 Participatory Planning</p> <p>2.11 Urban and Rural Planning</p> <p>2.12 Economic Planning</p>	





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**70PAD402 .3:** At the end of this chapter, the student will learn about the bureaucracy and development administration.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO3.1</b> Understand the concept of Bureaucracy and development administration.</p> <p><b>SO3.2</b> Understanding the development administration. <b>SO3.3</b> Understanding the Peoples participation in development.</p>	.	<p><b>Unit-3 :</b> <b>Bureaucracy and Development</b></p> <p>3.1 Bureaucracy and development administration: Role of bureaucracy in Plan formulations and its implementation.</p> <p>3.2 Development administration – interaction Between bureaucracy and Citizens.</p> <p>3.3 Peoples participation in development. Role of Bureaucracy in Development</p> <p>3.4 Bureaucratic Structures and Hierarchies</p> <p>3.5 Administrative Reforms for Development</p> <p>3.6 Policy Implementation</p> <p>3.7 Capacity Building in Bureaucrac</p> <p>3.8 Bureaucratic Accountability</p> <p>3.9 Public Sector Management</p> <p>3.10 Bureaucratic Challenges in Development</p> <p>3.11 Leadership and Decision-Making</p> <p>3.12 Interdepartmental Coordination</p>	

**70PAD402 4:** At the end of this chapter, the student will learn about the interaction among bureaucrats.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding the concept of Interaction among Bureaucrats.</p> <p><b>SO4.2</b> Understanding about the Politicians.</p> <p><b>SO4.3</b> Understanding about the Technocrats.</p> <p><b>SO4.4</b> Understanding about the Social Scientists.</p> <p><b>SO4.5</b> Understanding about the Educationists and Journalists.</p>	.	<p><b>Unit-4 :</b> <b>Development Administration</b></p> <p>4.1 Development administration: Interaction among Bureaucrats</p> <p>4.2 Politicians</p> <p>4.3 Technocrats</p> <p>4.4 Social Scientists</p> <p>4.5 Educationists and Journalists.</p> <p>4.6 Concept of Development Administration</p> <p>4.7 Historical Context of Development Administration</p> <p>4.8 Characteristics of Development Administration</p> <p>4.9 Role of Bureaucracy in Development Administration</p> <p>4.10 Planning and Policy Formulation</p> <p>4.11 Implementation of Development Programs</p> <p>4.12 Decentralization and Local Governance</p>	



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**70PAD402 .5:** At the end of this chapter, the student will learn about the development administration in India.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO5.1</b> Understand about the development administration in India.</p> <p><b>SO5.2</b> Understanding about the administration for development.</p> <p><b>SO5.3</b> Understanding about the state development council.</p>		<p><b>Unit 5:</b>  <b>Development administration in India</b>            5.1 Development administration in India: Need, purpose, concept and importance of development administration in Indian context.            5.2 Administration for development: Early experiments (Community Development Program) and other development Programs,            5.3 State Development Council with special reference to M.P. Role of Five Year Plans in development.            5.4 Zila Sarkar in M.P.            5.5 Historical Evolution of Development Administration in India            5.6 Five-Year Plans            5.7 Role of NITI Aayog            5.8 Public Sector Undertakings (PSUs)            5.9 Decentralization and Panchayati Raj Institutions            5.10 state and Central Government Initiatives            5.11 Role of Bureaucracy in Development            5.12 Rural Development Programs</p>	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
70PAD402.1 At the end of this chapter, the student will explain the core concept of development of administration.	12	02	01	15
70PAD402.2: At the end of this chapter, the students will learn about the different planning of administration.	12	02	01	15
70PAD402.3: At the end of this chapter, the student will learn about the bureaucracy and development administration.	12	02	01	15
70PAD402.4: At the end of this chapter, the student will learn about the interaction among bureaucrats	12	02	01	15
70PAD402.5: At the end of this chapter, the student will learn about the development administration in India.	12	02	01	15
<b>Total Hours</b>	<b>60</b>	<b>10</b>	<b>05</b>	<b>75</b>



### Suggestion for End Semester Assessment

#### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD402-1	Development administration	01	01	04	05
70PAD402-2	Planning	01	01	04	05
70PAD402-3	Bureaucracy and development administration	01	03	09	13
70PAD402-4	Development administration: Interaction among Bureaucrats	01	03	08	13
70PAD402-5	Development administration in India	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

#### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

#### Suggested Learning Resources:

##### (a) Books:

S. No.	Title	Author	Publisher	Edition&Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York:Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta:World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. Pushpa soni Dept. of Arts AKS University, Satna .			

##### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the most graduate	The B.A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its	Students will use various political concepts and ideology to analyze new situations.
70PA D402.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D402.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D402.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D402.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D402.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3

**Course Curriculum Map**

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO:1,2,3	70PAD402.1 At the end of this chapter, the student will explain the core concept of development of administration.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Development administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD402.2: At the end of this chapter, the students will learn about the different planning of administration.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Planning 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9, 2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD402.3: At the end of this chapter, the student will learn about the bureaucracy and development administration.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Bureaucracy and development administration 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9 ,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD402.4: At the end of this chapter, the student will learn about the interaction among bureaucrats.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Development administration: Interaction among Bureaucrats 4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10 ,4.11,4.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	70PAD402.5: At the end of this chapter, the student will learn about the development administration in India.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Development administration in India 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9, 5.10,5.11,5.12,	



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**Semester-IV**

**Course Code:** 70PAD404

**Course Title :** **RURAL LOCAL ADMINISTRATION : WITH DUE REFERENCE TO M.P**

**Pre-requisite:**

- 1 Students get oriented on the various approaches and fundamentals principles of Public Administration.
- 2 Students get oriented on the essentials of various thinkers of Public Administration.
- 3 Students come to understand the managerial principles of organization

**Rationale:** Administrative theory establishes the theory base for the field of public administration by introducing students to a comprehensive set of historical and current theories, concepts, and approaches in public administration. This theory base is vital to public administrators, because they must achieve results through the management of public and nonprofit organizations, and understanding the theoretical perspective of organizations, behavior, and management can help to achieve successful results. The course will focus on theory in readings, and it will incorporate the application of theory in class discussions about current events, case study exercises and class papers. In the end, students should have a greater understanding of administrative theory and be able to apply it to the practice of public administration.

**Course Outcomes:**

**70PAD404.1:** At the end of this chapter, the student will explain the core concept of rural local administration.

**70PAD404.2:** At the end of this chapter, the students will learn about the panchayati raj in Madhya Pradesh.

**70PAD404.3:** At the end of this chapter, the student will learn about the patterns of panchayati raj in M.P.

**70PAD404.4:** At the end of this chapter, the student will learn about the administrative set up panchayati raj in M.P.

**70PAD404.5:** At the end of this chapter, the student will learn about the state control.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours (CI+LI+SW+SL)	
	70PAD404	RURAL LOCAL ADMINISTRATION: WITH DUE REFERENCE TO M.P	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ESA)
			Class/Home Assignment 5 number 3 marks each (CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one (SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT+AT)		
	70PAD404	RURAL LOCAL ADMINISTRATION : WITH DUE REFERENCE TO M.P	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD404.1:** At the end of this chapter, the student will explain the core concept of rural local administration.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
<b>Total</b>	<b>15</b>



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Rural Local Administration. <b>SO1.2</b> Understand the overview of Growth of Rural Local Administration in India. <b>SO1.3</b> Understand the overview of Early Experiments. <b>SO1.4</b> Understand the overview of Balbant Rai Mehta and Ashok Mehta Committee. <b>SO1.5</b> Understand the overview of Main feature of 73" constitutional Amendment		<b>Unit-1</b> <b>Rural Local Administration</b> <b>1.1</b> Concept, Meaning and Importance of Rural Local Administration <b>1.2</b> Growth of Rural Local Administration in India, <b>1.3</b> Early Experiments, Community Development Program. <b>1.4</b> Balbant Rai Mehta and Ashok Mehta Committee. <b>1.5</b> Main feature of 73" constitutional Amendment. <b>1.6</b> Structure of Rural Local Administration <b>1.7</b> Panchayati Raj Institutions <b>1.8</b> Gram Sabha <b>1.9</b> Gram Panchayat <b>1.10</b> Panchayat Samiti <b>1.11</b> Zila Parishad <b>1.12</b> Roles and Responsibilities of Rural Local Bodies	

**70PAD404.2:** At the end of this chapter, the students will learn about the panchayati raj in Madhya Pradesh.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of Panchayati Raj in Madhya Pradesh.  <b>SO2.2</b> Understanding about the Main Feature of Madhya Pradesh Panchayati Raj Adhiniyam 1993		<b>Unit 2.</b> <b>Panchayati Raj in Madhya Pradesh</b> <b>2.1</b> Panchayati Raj in Madhya Pradesh: <b>2.2</b> Early Experiments, <b>2.3</b> Main Feature of Madhy <b>2.4</b> Pradesh Panchayati Raj Adhiniyam 1993 <b>2.5</b> Historical Background of Panchayati Raj in Madhya Pradesh <b>2.6</b> Three-Tier Structure of Panchayati Raj in Madhya Pradesh <b>2.7</b> Gram Sabha in Madhya Pradesh <b>2.8</b> Gram Panchayat in Madhya Pradesh <b>2.9</b> Janpad Panchayat in Madhya Pradesh <b>2.10</b> Zila Panchayat in Madhya Pradesh <b>2.11</b> Powers and Functions of Panchayats in Madhya Pradesh <b>2.12</b> Financial Resources of Panchayats in Madhya Pradesh	

**70PAD404.3:** At the end of this chapter, the student will learn about the patterns of panchayati raj in M.P.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO3.1</b> Understand the concept of Structure and function of Gram Sabha.</p> <p><b>SO3.2</b> Understanding about the Gram Panchayat, Janpad Panchayat and Jila Panchayat</p> <p><b>SO3.3</b> Understanding about the role in Rural Development in M.P..</p>	.	<p>Unit-3</p> <p>Patterns of Panchayati Raj in M.P.</p> <p>3.1 Patterns of Panchayati Raj in M.P.:</p> <p>3.2 Structure and function of Gram Sabha,</p> <p>3.3 Gram Panchayat, Janpad Panchayat and Jila Panchayat.</p> <p>3.4 Their role in Rural Development in M.P.</p> <p>3.5 Historical Evolution of Panchayati Raj in M.P.</p> <p>3.6 Structure of Panchayati Raj in M.P.</p> <p>3.7 Roles and Responsibilities of Gram Panchayats</p> <p>3.8 Roles and Responsibilities of Janpad Panchayats</p> <p>3.9 Roles and Responsibilities of Zila Panchayats</p> <p>3.10 Elections and Representation in Panchayats</p> <p>3.11 Financial Management in Panchayati Raj</p> <p>3.12 Women and SC/ST Reservations</p>	

**70PAD4044:** At the end of this chapter, the student will learn about the administrative set up panchayati raj in M.P.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding the concept of Administrative Set up Panchayati Raj in M.P</p> <p><b>SO4.2</b> Understanding about the Gram Sewak, Panchayat Secretary.</p> <p><b>SO4.3</b> Understanding about the Block Development Officer, Chief Executive Officer and Collector.</p> <p><b>SO4.4</b> Understanding about the Official non-Official relation in Panchayati Raj, Panchayati Raj Finance in M.P.</p>	.	<p>Unit-4 :</p> <p>Administrative Set up Panchayati Raj in M.P.</p> <p>4.1 Administrative Set up Panchayati Raj in M.P.</p> <p>4.2 Gram Sewak, Panchayat Secretary,</p> <p>4.3 Block Development Officer, Chief Executive Officer and Collector;</p> <p>4.4 Official non-Official relation in Panchayati Raj, Panchayati Raj Finance in M.P.</p> <p>4.5 Historical Context of Panchayati Raj in M.P.</p> <p>4.6 Legal Framework and Acts Governing Panchayati Raj in M.P.</p> <p>4.7 Three-Tier Structure of Panchayati Raj</p> <p>4.8 Gram Sabha</p> <p>4.9 Gram Panchayat</p> <p>4.10 Janpad Panchayat</p> <p>4.11 Zila Panchayat</p> <p>4.12 Roles and Responsibilities of Panchayat Officials</p>	

**70PAD4045:** At the end of this chapter, the student will learn about the state control.

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15





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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO5.1</b> Understand about the State Control over Panchayati Raj Institutes in M.P. <b>SO5.2</b> Understanding about the Problem of Public participation and Leadership. <b>SO5.3</b> Understanding about the Co-ordination in Panchayati Raj Institutes in M.P. <b>SO5.4</b> Understanding about the Other Role in Political Parties in Panchayati Raj, Problems and Suggestion to strength it. <b>SO5.5</b> Understanding about the Organisation and Function of Directorate of Panchayat and Rural Development Department		<b>Unit 5: State Control</b> 5.1 State Control over Panchayati Raj Institutes in M.P., 5.2 Problem of Public participation and Leadership, 5.3 Co-ordination in Panchayati Raj Institutes in M.P. 5.4 Other Role in Political Parties in Panchayati Raj, Problems and Suggestion to strength it. 5.5 Organisation and Function of Directorate of Panchayat and Rural Development Department. 5.6 Concept of State Control 5.7 Constitutional Provisions for State Control 5.8 Legislative Control 5.9 Executive Control 5.10 Judicial Control 5.11 Financial Control 5.12 Administrative Control Mechanisms	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD404.1</b> : At the end of this chapter, the student will explain the core concept of rural local administration.	12	02	01	15
<b>70PAD404.2</b> : At the end of this chapter, the students will learn about the panchayati raj in Madhya Pradesh.	12	02	01	15
<b>70PAD404.3</b> : At the end of this chapter, the student will learn about the patterns of panchayati raj in M.P.	12	02	01	15
<b>70PAD404.4</b> : At the end of this chapter, the student will learn about the administrative set up panchayati raj in M.P.	12	02	01	15
<b>70PAD404.5</b> : At the end of this chapter, the student will learn about the state control.	12	02	01	15
<b>Total Hours</b>	60	10	05	75

**Suggestion for End Semester Assessment**

Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD404-1	Rural Local Administration	01	01	04	05
70PAD404-2	Panchayati Raj in Madhya Pradesh	01	01	04	05
70PAD404-3	Patterns of Panchayati Raj in M.P.	01	03	09	13
70PAD404-4	Administrative Set up Panchayati Raj in M.P.	01	03	08	13
70PAD404-5	State Control	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for RURAL LOCAL ADMINISTRATION: WITH DUE REFERENCE TO M.P will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.



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**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

**Suggested Learning Resources:**

**(a) Books:**

S. No.	Title	Author	Publisher	Edition& Year
1	Felix, A. Nigro and C. Nigro	Modern Public Administration	New York: Lloyd Harper and Row	Revised edition 1984
2	Mohit Bhattacharya	Public Administration	Calcutta: World Press	Revised edition 2000
3	Geol, S.L	Advanced Public Administration	New Delhi: Deep and Deep	Revised edition 2002
4	Dr. Pushpa soni Dept. of Arts AKS University, Satna.			

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4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and	The M.A. Master will be acquainted with the social, economical, historical, geographical,	The program also empowers the graduates to appear for various competitive examinations	The B. A. program enables the students to acquire the knowledge with human values	The students will be ignited enough to think and act over for the solution of various issues	Program provides the base to be the	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain	Students will be able to explain the Governmental mechanism from Gram	Students will use various political concepts and ideology to analyze new
70PA D404.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D404.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D404.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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**Course Curriculum Map**

Pos & PSOs -No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO:1,2,3	<b>70PAD404.1:</b> At the end of this chapter, the student will explain the core concept of rural local administration.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 Rural Local Administration 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD404.2:</b> At the end of this chapter, the students will learn about the panchayati raj in Madhya Pradesh.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 Panchayati Raj in Madhya Pradesh 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD404.3:</b> At the end of this chapter, the student will learn about the patterns of panchayati raj in M.P.	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Patterns of Panchayati Raj in M.P. 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD404.4:</b> At the end of this chapter, the student will learn about the administrative set up panchayati raj in M.P.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Administrative Set up Panchayati Raj in M.P. 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7, 8,9,10,11,12 PSO: 1,2,3	<b>70PAD404.5:</b> At the end of this chapter, the student will learn about the state control.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: State Control 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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**Department of Arts**  
**Curriculum of M.A (Political Science) Program**  
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**Semester - IV**

**Course Code:** 70PAD403-A

**Course Title :** **Methods and Techniques & Research Establish**

**Pre-requisite:**

1. The course intend to familiarize the students with the research methods in Political Science
2. To enable for the practical use of students in their Project/Dissertation in the Sixth Semester.
3. To identify the different methods and techniques applicable to Political Science Research.

**Rationale:** This paper trains the students to undertake research by familiarizing them with the basic and advance tools and techniques of field studies. It would also familiarize them with the philosophical foundation of research methods in social sciences. Upon completion of this paper, students will be able to design research projects, conduct field investigations and carry out experimental plus qualitative research.

**Course Outcomes:**

**70PAD403-A.1:** Acquaint with the qualitative and quantitative research techniques for conducting field based research studies including selection of research problems, sampling and preparation of research tools and adoption of statistical methodologies.

**70PAD403-A.2:** Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work.

**70PAD403-A.3:** The Students will develop skills in qualitative and quantitative data analysis and presentation

**70PAD403-A.4:** Students will develop an understanding and be able to apply both diverse quantitative and qualitative research methods in the discipline of public Administered to design, conduct, analyze and write research reports and essays.

**70PAD403-A.5:** - This paper trains the students to undertake research by familiarizing them with the basic and advance tools and techniques of field studies. It would also familiarize them with the philosophical foundation of research methods in social sciences. Upon completion of this paper, students will be able to design research projects, conduct field investigations and carry out experimental plus qualitative research.



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**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours (CI+LI+SW+SL)	
Program Core (36)	70PAD403-A	<b>Methods and Techniques &amp; Research Establish</b>	4	0	02	01	7	4

**Legend:**

- CI:** Class room Instruction (Includes differentness rational strategies.i.e. Lecture (L) and Tutorial (T) and others),
- LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)
- SW:** Sessional Work (includes assignment, seminar, mini project etc.),
- SL:** Self Learning,
- C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Progressive Assessment ( PRA )						Total Marks (CA+CT+SA+CAT +AT)		
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)				
	70PAD 403-A	<b>Methods and Techniques &amp; Research Establish</b>	15	20	5	5	5	50	50	100	

**Course-Curriculum Detailing:**

This course syllabus illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Seasonal Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD403-A.1:** Acquaint with the qualitative and quantitative research techniques for conducting field based research studies including selection of research problems, sampling and preparation of research tools and adoption of statistical methodologies.



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**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Nature of Social Research  <b>SO1.2</b> Understand the Difference between Pure and Applied Research,  <b>SO1.3</b> Understand the Identification of Research Problem,  <b>SO1.4</b> Understand Research Design.  <b>SO1.5</b> Understand Research Importance and uses		<b>Unit I</b> social research 1.1 Meaning, nature and scope of social research, 1.2 motivating factor and by assumption of social research, 1.3 Reasons of studying research methodology (importance of research methodology). 1.4 Pure and applied research 1.5 Interdisciplinary research: meaning, need and problem. 1.6 Definition and Scope of Social Research 1.7 Types of Social Research 1.8 Research Design and Methodology 1.9 Qualitative Research Methods 1.10 Quantitative Research Methods 1.11 Mixed Methods Research 1.12 Sampling Techniques	

**70PAD403-A.2:** Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Out comes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO2.1</b> Concept Hypothesis,  <b>SO2.2</b> Understanding Concepts and Variables, <b>SO2.3</b> Understanding Typologies,  <b>SO2.4</b> Understanding Formulation and testing,  <b>SO2.5</b> Understanding Sampling Method.		<b>Unit 2.</b> The Scientific method 2.1 The Scientific method: meaning characteristics and its significance in Public administration, 2.2 various stages in scientific methods. 2.3 The scientific method and study of value. 2.4 Formulation of research problem: 2.5 research designs, concept hypothesis. 2.6 Definition and Principles of the Scientific Method 2.7 Observation 2.8 Research Question Formation 2.9 Hypothesis Development 2.10 Experimental Design 2.11 Variables (Independent, Dependent, Control) 2.12 Data Collection Techniques	



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**70PAD403-A.3:** The Students will develop skills in qualitative and quantitative data analysis and presentation

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO3.1</b> Understanding Tools and Techniques of Data Collection, <b>SO3.2</b> Understanding Observation: Characteristics of observation, <b>SO3.3</b> Understanding the Kinds of observation <b>SO3.4</b> Understanding Questionnaire, Scheduled and Interviews <b>SO3.4</b> Understanding Sampling and Survey technique.		<b>Unit-3 : Source of data</b> 3.1 Source of data with special reference to primary and secondary data, 3.2 select universes and various procedures of sampling, observation, 3.3 Questioner schedules and 3.4 Interviews. 3.5 Primary Data Sources 3.6 Secondary Data Sources 3.7 Survey Data 3.8 Experimental Data 3.9 Observational Data 3.10 Census Data 3.11 Administrative Records 3.12 Government Publications	

**70PAD403-A.4:** Students will develop an understanding and be able to apply both diverse quantitative and qualitative research methods in the discipline of public Administered to design, conduct, analyze and write research reports and essays.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO4.1</b> Understanding Nature of study: Case study, technique, <b>SO4.2</b> Understanding about the Role and importance of case studies <b>SO4.3</b> Understanding about the Pilot studies and pannel studies.		<b>Unit-4 : Nature of study</b> 4.1 Nature of study: panel study, case study, area studies, 4.2 concept of property coding, 4.3 tabulation and classification, 4.4 report writing, 4.5 Theory building in administration. 4.6 Descriptive Studies 4.7 Exploratory Studies 4.8 Explanatory Studies 4.9 Correlation Studies 4.10 Causal Studies 4.11 Longitudinal Studies 4.12 Cross-Sectional Studies	



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**70PAD403-A.5:** - This paper trains the students to undertake research by familiarizing them with the basic and advance tools and techniques of field studies. It would also familiarize them with the philosophical foundation of research methods in social sciences. Upon completion of this paper, students will be able to design research projects, conduct field investigations and carry out experimental plus qualitative research.

**Approximate Hours**

Item	Appx Hours
Cl	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Class room Instruction (CI)	(SL)
<b>SO5.1</b> Understand about the <b>Theory Formation in Social Sciences</b> , <b>SO5.2</b> Understanding about the Survey Analysis, Types, Merits, Demerits <b>SO5.3</b> Understanding about the Report writing, Purpose and contents of a Report.		<b>Unit 5: Data analysis</b> 5.1 Data analysis: statical method, their meaning, 5.2 Significance, process and limitation. 5.3 Measure of central tendency (mean, median and mode). 5.4 Mearsure of dispersion (range, quartile, deviation: mean deviation and standard deviation) 5.5 Data Cleaning 5.6 Descriptive Statistics 5.7 Inferential Statistics 5.8 Exploratory Data Analysis (EDA) 5.9 Hypothesis Testing 5.10 regression Analysis 5.11 ANOVA (Analysis of Variance) 5.12 Factor Analysis	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (Cl)	Sessional Work (SW)	Self Learning (Sl)	Total hour (Cl+SW+Sl)
<b>70PAD403-A.1:</b> Acquaint with the qualitative and quantitative research techniques for conducting field based research studies including selection of research problems, sampling and preparation of research tools and adoption of statistical methodologies.	12	02	01	15
<b>70PAD403-A.2:</b> Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work.	12	02	01	15
<b>70PAD403-A.3:</b> The Students will develop skills in qualitative and quantitative data analysis and presentation	12	02	01	15
<b>70PAD403-A.4:</b> Students will develop an understanding and be able to apply both diverse quantitative and qualitative research methods in the discipline of public Administered to design, conduct, analyze and write research reports and essays.	12	02	01	15
<b>70PAD403-A.5:</b> - This paper trains the students to undertake research by familiarizing them with the basic and advance tools and techniques of field studies. It would also familiarize them with the philosophical foundation of research methods in social sciences. Upon completion of this paper, students will be able to design research projects, conduct field investigations and carry out experimental plus qualitative research.	12	02	01	15
Total Hours	60	10	05	75





## Suggestion for End Semester Assessment

### Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
70PAD403-A-1	social research		01	03	05
70PAD403-A-2	The Scientific method		01	03	05
70PAD403-A-3	Source of data		03	10	13
70PAD403-A-4	Nature of study		03	10	13
70PAD403-A-5	Data analysis		03	10	14
Total		03	12	36	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for Methods and Techniques & Research Stablish will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks.

Teachers can also design different tasks as per requirement, for end semester assessment.

### Suggested Instructional/Implementation Strategies:

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

### Suggested Learning Resources:

#### (a) Books:

S.No.	Title	Author	Publisher	Edition & Year
1	Mukarji	Social Survey & Social Research	Delhi, Allied	Revised edition 1984
2	Bajpai, S.R.	Methods of Social Survey and Research.	New Delhi, Allied Publishers	Revised edition 1962
3	Ghosh, B.N	Scientific Method and Social Research	New Delhi, Manohar	Revised edition 1992
4	Dr. Pushpa soni Dept. of Arts AKS University, Satna .			

#### Curriculum Development Team:

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts



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**CO-PO Mapping:**

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its functioning and implementation.	Students will use various political concepts and ideology to analyze new situations.
70PA D403-A.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D403-A.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D403-A.3	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D403-A.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D403-A.5	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3



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**Course Curriculum Map**

Pos & PSOs - No.	Cos No.& Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5, 6,7,8,9,10,11,12 PSO:1,2,3	<b>70PAD403-A.1:</b> Acquaint with the qualitative and quantitative research techniques for conducting field based research studies including selection of research problems, sampling and preparation of research tools and adoption of statistical methodologies.	SO1:1 SO1.2 SO1.3 SO1.4		Unit-1 social research 1.1,1.2,1.3,1.4, 1.5,1.6,1.7,1.8, 1.9,1.10,1.11, 1.1.12,	As Mentioned in Page no. _____ to _____
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD403-A.2:</b> Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work.	SO2:1 SO2.2 SO2.3 SO2.4		Unit-2 The Scientific method 2.1,2.2,2.3,2.4,2.5, 2.6,2.7,2.8,2.9, 2.10,2.11,2.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD403-A.3:</b> The Students will develop skills in qualitative and quantitative data analysis and presentation	SO3:1 SO3.2 SO3.3 SO2.4		Unit-3: Source of data 3.1,3.2,3.3,3.4,3.5, 3.6,3.7,3.8,3.9, 3.10,3.11,3.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD403-A.4:</b> Students will develop an understanding and be able to apply both diverse quantitative and qualitative research methods in the discipline of public Administration to design, conduct, analyze and write research reports and essays.	SO4:1 SO4.2 SO4.3 SO4.4		Unit-4: Nature of study 4.1,4.2,4.3,4.4, 4.5,4.6,4.7,4.8, 4.9,4.10,4.11,4.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD403-A.5:</b> - This paper trains the students to undertake research by familiarizing them with the basic and advance tools and techniques of field studies. It would also familiarize them with the philosophical foundation of research methods in social sciences. Upon completion of this paper, students will be able to design research projects, conduct field investigations and carry out experimental plus qualitative research.	SO5:1 SO5.2 SO5.3 SO5.4		Unit5: Data analysis 5.1,5.2,5.3,5.4, 5.5,5.6,5.7,5.8, 5.9,5.10,5.11,5.12,	



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**Curriculum of M.A (Public Administration) Program**  
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**Semester-IV**

**Course Code:** 70PAD404-B

**Course Title :** **Strategies and Issues in Human Resource Development**

**Pre-requisite:**

1. A basic understanding of human resource management practices, including recruitment, training, and performance management.
2. Familiarity with task analysis methods to assess and improve job roles and performance.

**Rationale:** Provides foundational knowledge of HRD, including its objectives, significance, and core concepts. This unit sets the stage for understanding the role of HRD in enhancing organizational performance and employee development.

**Course Outcomes:**

**70PAD404-B.1:** Understanding the fundamental concepts and objectives of Human Resource Development (HRD).

**70PAD404-B.2:** Understand the role of HRD in improving supervisory skills and effectiveness, focusing on task analysis and developmental supervision.

**70PAD404-B.3:** Develop insights into sector-specific HRD strategies and their implementation to address unique challenges and needs.

**70PAD404-B.4:** Explore HRD practices and challenges specific to the service industry, including strategies for enhancing employee development and performance.

**70PAD404-B.5:** Understand the relationship between HRD and Organizational Development (OD), and apply HRD principles to support organizational change and development.

**Scheme of Studies:**

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours (CI+LI+SW+SL)	
	70PAD404-B	Strategies and Issues in Human Resource Development	4	0	02	01	7	4



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**Legend:** **CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture (L) and Tutorial (T) and others),  
**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)  
**SW:** Sessional Work (includes assignment, seminar, mini project etc.),  
**SL:** Self Learning,  
**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT +AT)		
	70PAD 404-B	Strategies and Issues in Human Resource Development	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course Curriculum illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD404-B.1:** Understanding the fundamental concepts and objectives of Human Resource Development (HRD).

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Evolution of HRD <b>SO1.2</b> Understand the overview of Objectives of HRD <b>SO1.3</b> Understand the overview of HRD Roles and Responsibilities <b>SO1.4</b> Understand the overview of HRD Tools and Techniques <b>SO1.5</b> Understand the overview of Case Studies in HRD		<b>Unit-1.0</b> Fundamentals of HRD 1.1 HRD: An Overview 1.2 Evolution of HRD 1.3 Key Concepts in HRD 1.4 Objectives of HRD 1.5 HRD Frameworks 1.6 HRD and Organizational Development 1.7 HRD Functions 1.8 HRD Roles and Responsibilities 1.9 HRD Policies 1.10 HRD Tools and Techniques 1.11 HRD Metrics and Evaluation 1.12 HRD Challenges	

**70PAD404-B.2:** Understand the role of HRD in improving supervisory skills and effectiveness, focusing on task analysis and developmental supervision.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of HRD and the Supervisory Position <b>SO2.2</b> Understanding about the HRD Responsibilities of Line Manager <b>SO2.3</b> Understanding about the Motivational Theories <b>SO2.4</b> Understanding about the Counseling Techniques		<b>Unit 2.</b> HRD in Supervision and Management 1.1 HRD and the Supervisory Position 1.2 Role of Supervisors in HRD 1.3 Line Managers and HRD 1.4 HRD Responsibilities of Line Managers 1.5 Task Analysis Techniques 1.6 Task Analysis Methods 1.7 Motivational Theories 1.8 Motivation in HRD 1.9 Development Supervision 1.10 Supervision Techniques 1.11 Development Planning 1.12 HRD Supervision Challenges	

**70PAD404-B.3:** Develop insights into sector-specific HRD strategies and their implementation to address unique challenges and needs.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO3.1</b> Understand the concept of HRD in Government Systems <b>SO3.2</b> Understanding about the HRD in Healthcare Organizations <b>SO3.3</b> Understanding about the HRD in Non-Governmental Organizations (NGOs) <b>SO3.4</b> Understanding about the Sector-Specific HRD Strategies	.	<b>Unit-3 : Comparative HRD Experience</b> 3.1 HRD in Government Systems 3.2 HRD in Public Sector Organizations 3.3 HRD in Health and Family Welfare 3.4 HRD in Healthcare Organizations 3.5 HRD in Defense Sector 3.6 HRD in Police Forces 3.7 HRD in Voluntary Organizations 3.8 HRD in Non-Governmental Organizations (NGOs) 3.9 HRD in Panchayati Raj Institutions 3.10HRD in Local Governance 3.11Comparative Analysis of HRD Practices 3.12Sector-Specific HRD Strategies	

**70PAD404-B.4:** Explore HRD practices and challenges specific to the service industry, including strategies for enhancing employee development and performance.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO4.1</b> Understanding the concept HRD in Service Industry <b>SO4.2</b> Understanding about the HRD Strategies for Service Industry <b>SO4.3</b> Understanding about the Cross-Cultural HRD Practices <b>SO4.4</b> Understanding about the Worker Development Programs <b>SO4.5</b> Understanding about the Impact of Culture on HRD	.	<b>Unit-4 : Sector-Specific and International HRD</b> 4.1 HRD in Service Industry 4.2 HRD Challenges in Service Sector 4.3 HRD Strategies for Service Industry 4.4 HRD Best Practices in Service Industry 4.5 Comparative HRD International Experiences 4.6 HRD Trends Globally 4.7 Cross-Cultural HRD Practices 4.8 International HRD Frameworks 4.9 HRD for Workers 4.10Worker Development Programs 4.11HRD for Blue-Collar Workers 4.12HRD for White-Collar Workers	

**70PAD404-B.5:** Understand the relationship between HRD and Organizational Development (OD), and apply HRD principles to support organizational change and development.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO5.1</b> Understand the concept of HRD and Organizational Development (OD) <b>SO5.2</b> Understanding about the HRD for Organizational Change <b>SO5.3</b> Understanding about the IR Concepts and HRD <b>SO5.4</b> Understanding about the HRD Structure and Organization		<b>Unit 5:</b> HRD, OD, and Industrial Relations 5.1 HRD and Organizational Development (OD) 5.2 OD Principles in HRD 5.3 HRD for Organizational Change 5.4 HRD for Innovation 5.5 HRD and Industrial Relations (IR) 5.6 IR Concepts and HRD 5.7 Conflict Resolution in HRD 5.8 Labor Relations and HRD 5.9 HRD in Unionized Environments 5.10 Organizing HRD Functions 5.11 HRD Structure and Organization 5.12 HRD Policies and Procedures	

**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD404-B.1:</b> Understanding the fundamental concepts and objectives of Human Resource Development (HRD).	12	02	01	15
<b>70PAD404-B.2:</b> Understand the role of HRD in improving supervisory skills and effectiveness, focusing on task analysis and developmental supervision.	12	02	01	15
<b>70PAD404-B.3:</b> Develop insights into sector-specific HRD strategies and their implementation to address unique challenges and needs.	12	02	01	15
<b>70PAD404-B.4:</b> Explore HRD practices and challenges specific to the service industry, including strategies for enhancing employee development and performance.	12	02	01	15
<b>70PAD404-B.5:</b> Understand the relationship between HRD and Organizational Development (OD), and apply HRD principles to support organizational change and development.	12	02	01	15
<b>Total Hours</b>	60	10	05	75

**Suggestion for End Semester Assessment**

**Suggested Specification Table (For ESA)**

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
<b>70PAD404-B-1</b>	Fundamentals of HRD	01	01	04	05
<b>70PAD404-B-2</b>	HRD in Supervision and Management	01	01	04	05
<b>70PAD404-B-3</b>	Comparative HRD Experience	01	03	09	13
<b>70PAD404-B-4</b>	Sector-Specific and International HRD	01	03	08	13
<b>70PAD404-B-5</b>	HRD, OD, and Industrial Relations	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend: R: Remember, U: Understand, A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.





**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming

**Suggested Learning Resources:**

**(a) Books:**

S. No.	Title	Author	Publisher	Edition&Year
1	HRD Practices in Indian Industries: A trend Report	Rao, T.V. and Abraham E	Delhi, Allied	Revised edition 1984
2	Development of Human Resources	Santhanam, M	New Delhi, Allied Publishers	Revised edition 1962
4	Dr. Pushpa Soni Department of Arts			

**Curriculum Development Team:**

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical	The program also empowers the graduates to appear for various competitive examinations or choose the most	The B. A. program enables the students to acquire the knowledge with human values framing the base to	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various	Students will use various political concepts and ideology to analyze new situations.
70PA D404-B.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404-B.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404-B.3	3	1	2	2	1	1	1	1	1	1	1	3	3	3	3
70PA D404-B.4	3	3	2	2	1	2	1	1	1	1	1	3	3	3	3
70PA D404-B.5	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3



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**Course Curriculum Map**

POs&PSOs - No.	COsNo.&Titles	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO:1,2,3	<b>70PAD404-B.1:</b> Understanding the fundamental concepts and objectives of Human Resource Development (HRD).	SO1:1 SO1:2 SO1:3 SO1:4 SO1:5		Unit - I Fundamentals of HRD 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11,1.12,	As Mentioned in Page no. _-----
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD404-B.2:</b> Understand the role of HRD in improving supervisory skills and effectiveness, focusing on task analysis and developmental supervision.	SO2:1 SO2:2 SO2:3 SO2:4		Unit - II HRD in Supervision and Management 2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8,2.9,2.10,2.11,2.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD404-B.3:</b> Develop insights into sector-specific HRD strategies and their implementation to address unique challenges and needs.	SO3:1 SO3:2 SO3:3 SO3:4		Unit - III Comparative HRD Experience 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8,3.9,3.10,3.11,3.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD404-B.4:</b> Explore HRD practices and challenges specific to the service industry, including strategies for enhancing employee development and performance.	SO4:1 SO4:2 SO4:3 SO4:4 SO4:5		Unit- IV Sector-Specific and International HRD 4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8,4.9,4.10,4.11,4.12,	
PO: 1,2,3,4,5,6,7,8,9,10,11,12 PSO: 1,2,3	<b>70PAD404-B.5:</b> Understand the relationship between HRD and Organizational Development (OD), and apply HRD principles to support organizational change and development.	SO5:1 SO5:2 SO5:3 SO5:4		Unit - V HRD, OD, and Industrial Relations 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8,5.9,5.10,5.11,5.12,	



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Department of Arts

Curriculum of M.A (Public Administration) Program

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#### Semester-IV

**Course Code:** 70PAD404-C

**Course Title :** Urban Local, Administration in India, With Due Reference To M.P.

**Pre-requisite:**

1. Basic understanding of Indian governance and administrative structure.
2. Familiarity with constitutional provisions and amendments.
3. Awareness of urbanization trends and challenges in India.
4. General knowledge of the history and evolution of local governance in India.

**Rationale:** The course is designed to provide a comprehensive understanding of urban local government in India, focusing on its meaning, scope, significance, and features. It explores the evolution of municipal governance in major cities and the impact of the 74th Constitutional Amendment. The course specifically evaluates the urban local government structure in Madhya Pradesh, offering insights into its early structure and current functioning post-amendment. This knowledge is essential for students to critically analyze and address the challenges and opportunities in urban local governance, equipping them with the skills to contribute effectively to policy and administrative reforms.

#### Course Outcomes:

**70PAD404-C.1:** Students will understand the meaning, scope, significance, and features of urban local government in India, along with urbanization issues and impacts.

**70PAD404-C.2** .Students will learn about the historical evolution of municipal government in India, focusing on key cities and the 74th Constitutional Amendment.

**70PAD404-C.3** .Students will evaluate the structure and function of urban local government in Madhya Pradesh, both before and after the 74th Constitutional Amendment.

**70PAD404-C.4** .Students will compare urban local governance structures across India, emphasizing the differences and similarities in various states and regions.

**70PAD404-C.5.**Students will identify and analyze contemporary challenges and innovative practices in urban local governance, including the role of technology and sustainable development.

#### Scheme of Studies:

Course Category	Course Code	Course Title	Scheme of studies(Hours/Week)					Total Credits (C)
			CI	LI	SW	SL	Total Study Hours(CI+LI+SW+SL)	
	70PAD404-C	Urban Local, Administration in India, With Due Reference To M.P.	4	0	02	01	7	4



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**Legend:CI:** Classroom Instruction (Includes different instructional strategies i.e. Lecture(L) and Tutorial (T)and others),

**LI:** Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies)

**SW:** Sessional Work (includes assignment, seminar, mini project etc.),

**SL:** Self Learning,

**C:** Credits.

**Note:** SW & SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

**Scheme of Assessment:**

**Theory**

Course Category	Course Code	Course Title	Scheme of Assessment ( Marks )							
			Progressive Assessment ( PRA )						End Semester Assessment (ESA)	Total Marks (PRA+ ESA)
			Class/Home Assignment 5 number 3 marks each ( CA)	Class Test 2 (2 best out of 3) 10 marks each (CT)	Seminar one ( SA)	Class Activity any one (CAT)	Class Attendance (AT)	Total Marks (CA+CT+SA+CAT +AT)		
	70PAD 404-C	Urban Local, Administration in India, With Due Reference To M.P.	15	20	5	5	5	50	50	100

**Course-Curriculum Detailing:**

This course Curriculum illustrates the expected learning achievements, both at the course and session levels, which students are anticipated to accomplish through various modes of instruction including Classroom Instruction (CI), Laboratory Instruction (LI), Sessional Work (SW), and Self Learning (SL). As the course progresses, students should showcase their mastery of Session Outcomes (SOs), culminating in the overall achievement of Course Outcomes (COs) upon the course's conclusion.

**70PAD404-C.1:** Students will understand the meaning, scope, significance, and features of urban local government in India, along with urbanization issues and impacts.

**Approximate Hours**

Item	Appx Hrs.
CI	12
LI	00
SW	02
SL	01
<b>Total</b>	<b>15</b>



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Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO1.1</b> Understand the Concept of Meaning of Urban Local Government <b>SO1.2</b> Understand the overview of Significance of Urban Local Government <b>SO1.3</b> Understand the overview of Consequences of Urbanization in India <b>SO1.4</b> Understand the overview of Impact of Migration on Urban Local Government <b>SO1.5</b> Understand the overview of Urban Governance and Administration		Unit-I: Foundations of Urban Local Government 1.1 Meaning of Urban Local Government 1.2 Scope of Urban Local Government 1.3 Significance of Urban Local Government 1.4 Features of Urban Local Government in India 1.5 Concept and Process of Urbanization 1.6 Problems Associated with Urbanization in India 1.7 Consequences of Urbanization in India 1.8 Policy Responses to Urbanization 1.9 Urban Planning and Development 1.10 Role of Urban Local Government in Sustainable Development 1.11 Comparative Analysis of Urban Local Governments in Different States 1.12	

**70PAD404-C.2** .Students will learn about the historical evolution of municipal government in India, focusing on key cities and the 74th Constitutional Amendment.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

**70PAD404-C.3.** Students will evaluate the structure and function of urban local government in Madhya Pradesh, both before and after the 74th Constitutional Amendment.

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<b>SO2.1</b> Understand the concept of Evolution of Municipal Government in India  <b>SO2.2</b> Understanding about Municipal Government in Pre-Independence India  <b>SO2.3</b> Understanding about the Bombay Municipal Corporation: Evolution and Structure  <b>SO2.4</b> Understanding about the Role of Colonial Legacy in Shaping Urban Local Governance		Unit-II: Historical Evolution of Municipal Government  2.1 Evolution of Municipal Government in India 2.2 Historical Context of Urban Local Government 2.3 Municipal Government in Pre-Independence India 2.4 Development of Municipal Governance in Post-Independence India 2.5 Bombay Municipal Corporation: Evolution and Structure 2.6 Delhi Municipal Corporation: Evolution and Structure 2.7 Calcutta Municipal Corporation: Evolution and Structure 2.8 Comparative Study of Bombay, Delhi, and Calcutta Municipal Corporations 2.9 Role of Colonial Legacy in Shaping Urban Local Governance 2.10 Impact of Historical Developments on Current Municipal Structures 2.11 Urban Reforms in the Pre-74th Amendment Era 2.12 Role of Municipal Corporations in Urban Development	



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**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO3.1</b> Understand the concept of Overview of the 74th Constitutional Amendment</p> <p><b>SO3.2</b> Understanding about the Impact of the 74th Amendment on Urban Local Government</p> <p><b>SO3.3</b> Understanding about the Municipal Corporations: Structure and Functions</p> <p><b>SO3.4</b> Understanding about the Decentralization and Empowerment of Urban Local Bodies</p>	.	<p>Unit-III: Modern Structure and Functioning Post-74th Amendment</p> <p>3.1 Overview of the 74th Constitutional Amendment</p> <p>3.2 Objectives and Provisions of the 74th Constitutional Amendment</p> <p>3.3 Impact of the 74th Amendment on Urban Local Government</p> <p>3.4 Structure of Urban Local Government Post-74th Amendment</p> <p>3.5 Functions of Urban Local Bodies Post-74th Amendment</p> <p>3.6 Municipal Corporations: Structure and Functions</p> <p>3.7 Municipal Councils: Structure and Functions</p> <p>3.8 Nagar Panchayats: Structure and Functions</p> <p>3.9 Role of State Government in Urban Local Governance</p> <p>3.10 Decentralization and Empowerment of Urban Local Bodies</p> <p>3.11 Financial Autonomy of Urban Local Bodies Post-74th Amendment</p> <p>3.12 Urban Planning and Governance Reforms</p>	

**70PAD404-C.4** . Students will compare urban local governance structures across India, emphasizing the differences and similarities in various states and regions.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
Total	15

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO4.1</b> Understanding the concept Historical Development of Urban Local Government in M.P</p> <p><b>SO4.2</b> Understanding about the Early Structure of Municipal Government in M.P.</p>	.	<p>Unit-IV:</p> <p>Evaluation of Municipal Government in Madhya Pradesh</p> <p>4.1 Historical Development of Urban Local Government in M.P.</p> <p>4.2 Early Structure of Municipal Government in M.P.</p> <p>4.3 Evolution of Urban Local Bodies in M.P.</p>	



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<p><b>SO4.3</b> Understanding about the Impact of Historical Changes on Current Urban Governance in M.P</p> <p><b>SO4.4</b> Understanding about the Municipal Corporations in M.P.: Structure and Function</p> <p><b>SO4.5</b> Understanding about the Urban Planning and Development in M.P</p>		<p>4.4 Impact of Historical Changes on Current Urban Governance in M.P.</p> <p>4.5 Structure of Urban Local Government in M.P. Post-74th Amendment</p> <p>4.6 Functions of Urban Local Bodies in M.P. Post-74th Amendment</p> <p>4.7 Municipal Corporations in M.P.: Structure and Function</p> <p>4.8 Municipal Councils in M.P.: Structure and Function</p> <p>4.9 Nagar Panchayats in M.P.: Structure and Function</p> <p>4.10 Role of State Government in Urban Local Governance in M.P.</p> <p>4.11 Decentralization and Local Governance in M.P.</p> <p>4.12 Financial Management of Urban Local Bodies in M.P.</p>	
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**70PAD404-C.5.** Students will identify and analyze contemporary challenges and innovative practices in urban local governance, including the role of technology and sustainable development.

**Approximate Hours**

Item	Appx Hours
CI	12
LI	0
SW	02
SL	01
<b>Total</b>	<b>15</b>

Session Outcomes (SOs)	(LI)	Classroom Instruction (CI)	(SL)
<p><b>SO5.1</b> Understand the concept of Current Challenges in Urban Local Governance</p> <p><b>SO5.2</b> Understanding about the Role of Technology in Urban Local Government</p> <p><b>SO5.3</b> Understanding about the Urban Local Government and Environmental Management</p> <p><b>SO5.4</b> Understanding about the Health and Sanitation in Urban Areas</p>		<p>Unit-V:</p> <p>Contemporary Issues and Innovations in Urban Local Governance</p> <p>5.1 Current Challenges in Urban Local Governance</p> <p>5.2 Innovations in Urban Local Governance</p> <p>5.3 Role of Technology in Urban Local Government</p> <p>5.4 E-Governance in Urban Local Bodies</p> <p>5.5 Smart Cities and Urban Local Governance</p> <p>5.6 Sustainable Urban Development</p> <p>5.7 Public-Private Partnerships in Urban Development</p> <p>5.8 Urban Local Government and Environmental Management</p> <p>5.9 Urban Transportation and Infrastructure</p> <p>5.10 Housing and Urban Development</p> <p>5.11 Urban Local Government and Disaster Management</p> <p>5.12 Health and Sanitation in Urban Areas</p>	



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**Brief of Hours suggested for the Course Outcome**

Course Outcomes	Class Lecture (CI)	Sessional Work (SW)	Self Learning (SI)	Total hour (CI+SW+SI)
<b>70PAD404-C.1:</b> Students will understand the meaning, scope, significance, and features of urban local government in India, along with urbanization issues and impacts.	12	02	01	15
<b>70PAD404-C.2</b> Students will learn about the historical evolution of municipal government in India, focusing on key cities and the 74th Constitutional Amendment.	12	02	01	15
<b>70PAD404-C.3</b> Students will evaluate the structure and function of urban local government in Madhya Pradesh, both before and after the 74th Constitutional Amendment.	12	02	01	15
<b>70PAD404-C.4</b> Students will compare urban local governance structures across India, emphasizing the differences and similarities in various states and regions.	12	02	01	15
<b>70PAD404-C.5</b> Students will identify and analyze contemporary challenges and innovative practices in urban local governance, including the role of technology and sustainable development.	12	02	01	15
<b>Total Hours</b>	60	10	05	75

**Suggestion for End Semester Assessment**

Suggested Specification Table (For ESA)

CO	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
<b>70PAD404-C-1</b>	Foundations of Urban Local Government	01	01	04	05
<b>70PAD404-C-2</b>	Historical Evolution of Municipal Government	01	01	04	05
<b>70PAD404-C-3</b>	Modern Structure and Functioning Post-74th Amendment	01	03	09	13
<b>70PAD404-C-4</b>	Evaluation of Municipal Government in Madhya Pradesh	01	03	08	13
<b>70PAD404-C-5</b>	Contemporary Issues and Innovations in Urban Local Governance	01	03	09	14
<b>Total</b>		05	11	34	50

**Legend:** **R: Remember,**                      **U: Understand,**                      **A: Apply**

The end of semester assessment for THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION will be held with written examination of 50 marks

**Note.** Detailed Assessment rubric need to be prepared by the course wise teachers for above tasks. Teachers can also design different tasks as per requirement, for end semester assessment.

**Suggested Instructional/Implementation Strategies:**

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Brainstorming





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**Suggested Learning Resources:**

**(a) Books:**

S. No.	Title	Author	Publisher	Edition& Year
1	Urban Local Government in India	M. P. Sharma and B. L. Sadana	Lakshmi Narain Agarwal	Revised edition 1984
2	Municipal Administration and Urban Development in India	S. R. Maheshwari	Allied Publishers	Revised edition 1962
4	Dr. Pushpa Soni Department of Arts			

**Curriculum Development Team:**

1. Dr. Pushpa Soni, Assistant Professor, Department of Arts
2. Mrs. prachi singh, Teaching associate, Department of Arts
3. Mr. Gaurav Singh , Assistant Professor, Department of Arts
4. Mr. Rajeev Bairagi, Assistant Professor, Department of Arts
5. Dr. Usha Dwivedi , Assistant Professor, Department of Arts
6. Mr. Ashwani Kumar Omre, Teaching Associate , Department of Arts
7. Dr. Udaybhan Singh, Assistant Professor , Department of Arts

PO NO.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
Program Outcomes	The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough.	The M.A. Master will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.	The program also empowers the graduates to appear for various competitive examinations or choose the post graduate Program of their choice.	The B. A. program enables the students to acquire the knowledge with human values framing the base to deal with various problems in life with courage and humanity.	The students will be ignited enough to think and act over for the solution of various issues prevailed in the human life to make this world better than ever.	Program provides the base to be the responsible citizen.	Environment and sustainability	Ethics	Individual and team work	Communication	Project management and finance	Life-long learning	Students will understand the need for a constitution and explain the role of constitution in a democratic society.	Students will be able to explain the Governmental mechanism from Gram panchayat to Parliament and can suggest solutions over various issues in its	Students will use various political concepts and ideology to analyze new situations.
70PA D404-C.1	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404-C.2	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3
70PA D404-C.3	3	1	2	2	1	1	1	2	1	1	1	3	3	3	3
70PA D404-C.4	3	2	2	2	1	2	1	1	1	1	1	3	1	3	2
70PA D404-C.5	3	3	2	2	1	2	1	1	1	1	1	3	2	3	3



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**Course Curriculum Map**

Pos & PSOs -No.	Cos No.& Title	Sos No.	Laboratory Instruction (LI)	Classroom Instruction (CI)	Self Learning (SL)
PO: 1,2,3,4,5, 6,7,8,9,10,11,12 PSO:1,2,3	<b>70PAD404-C.1:</b> Students will understand the meaning, scope, significance, and features of urban local government in India, along with urbanization issues and impacts.	SO1:1 SO1:2 SO1:3 SO1:4 SO1:5		Unit-1. : Foundations of Urban Local Government  1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8, 1.9,1.10,1.11,1.12	As Mentioned in Page no. _ .....
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD404-C.2</b> Students will learn about the historical evolution of municipal government in India, focusing on key cities and the 74th Constitutional Amendment.	SO2:1 SO2:2 SO2:3 SO2:4		Unit-2 : Historical Evolution of Municipal Government  2.1,2.2,2.3,2.4,2.5,2.6,2.7,2.8, 2.9,2.10,2.11,2.12	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD404-C.3</b> Students will evaluate the structure and function of urban local government in Madhya Pradesh, both before and after the 74th Constitutional Amendment.	SO3:1 SO3:2 SO3:3 SO3:4		<b>Unit-3:</b> Modern Structure and Functioning Post-74th Amendment  3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.8, 3.9,3.10,3.11,3.12	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD404-C.4</b> Students will compare urban local governance structures across India, emphasizing the differences and similarities in various states and regions.	SO4:1 SO4:2 SO4:3 SO4:4 SO4:5		<b>Unit-4;</b> Evaluation of Municipal Government in Madhya Pradesh  4.1,4.2,4.3,4.4,4.5,4.6,4.7,4.8, 4.9,4.10,4.11,4.12,	
PO: 1,2,3,4, 5,6,7,8, 9,10,11, 12 PSO: 1,2,3	<b>70PAD404-C.5</b> Students will identify and analyze contemporary challenges and innovative practices in urban local governance, including the role of technology and sustainable development.	SO5:1 SO5:2 SO5:3 SO5:4		Unit5: Contemporary Issues and Innovations in Urban Local Governance  5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.8, 5.9,5.10,5.11,5.12,	