

Department of Liberal Education
Era University, Lucknow
Course Outline
Effective From: 2023-24

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| Name of the Program | B.A. / B.Sc. (LIBERAL EDUCATION) | | | Year/ Semester: | 3rd/ VIth |
| Course Name | Theory and Practice of Public Administration | Course Code: | POL306 | Type: | Theory |
| Credits | 04 | | | Total Sessions Hours: | 60 Hours |
| Evaluation Spread | Internal Continuous Assesment: | 50 Marks | | End Term Exam: | 50 Marks |
| Type of Course | <input type="radio"/> Compulsory | <input checked="" type="radio"/> Core | <input type="radio"/> Creative | <input type="radio"/> Life Skill | |
| Course Objectives | <p>1. This course will facilitate students from BA Semester – I of Liberal Education and hence it is very elementary in nature. It is designed to develop an understanding of politics as a vocation and of Political Science as a discipline. It will provide an opportunity to learn the scope and utility of politics in one’s life.</p> <p>2. This paper will cover the integral part of political science, that is public administration, basic understanding of non-political areas of government system.</p> | | | | |
| Course Outcomes (CO): <i>After the successful course completion, learners will develop following attributes:</i> | | | | | |
| Course Outcome (CO) | Attributes | | | | |
| CO1 | Learn the concept of public administration and its evolution as a separate discipline. | | | | |
| CO2 | Student will learn about the organization, principles of organization and effective function of an public and private organization. | | | | |
| CO3 | Students will understand the different theory of administration, relevance of administrative theory in public sector units. | | | | |
| CO4 | Students will be familiar with the concept of motivation and basic related theories. | | | | |
| Pedagogy | Socratic method , discussion-bases, student-centered, presentation. | | | | |
| Internal Evaluation Mode | Mid-term Examination: 20 Marks Activity: 10 Marks Class test: 05 Marks Online Test/Objective Test: 05 Marks Assignments/Presentation: 05 Marks Attendance: 05 Marks | | | | |
| Session Details | Topic | | | Hours | Mapped CO |
| Unit 1 | Introduction to Public Administration Public Administration: Meaning, Definitions and Relevance Stages of Evolution, NPA, NPM, NPS Activity: read article on Wilson debate on politics and | | | 15 | CO1 |

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| | administration dichotomy, find put different traditional approach still exist in Indian administrative system. | | |
| Unit 2 | <p>Organization</p> <p>Organization: Meaning, Definitions and Kinds</p> <p>Principles of Organization</p> <p>Kinds: Formal and Informal</p> <p>Line and Staff Agency</p> <p>Principles: Hierarchy, Unity of Command, Span of Control, Coordination, Delegation, Centralization and Decentralization</p> <p>Activity: make hierarchical structure of Era university from top to bottom, create a separate organizational structure to justify principle of span of control and delegation</p> | 15 | CO2 |
| Unit 3 | <p>Administrative Theory</p> <p>Classical Theory</p> <p>Human-Relation Theory</p> <p>Behavioral Theory</p> <p>Classical Theory: Administrative, Bureaucratic and Scientific Management</p> <p>Human-Relation Theory</p> <p>Behavioral Theory</p> <p>Activity: find out human relation approach in any organization like educational, identify bureaucratic authorities and its function.</p> | 15 | CO3 |
| Unit 4 | <p>Administrative Behavior</p> <p>Decision-Making Process</p> <p>Theories of Motivation</p> <p>Decision-Making Process by Herbert Simon and Charles E. Lindblom</p> <p>Theories of Motivation: Hierarchy of Needs, Two-Factor, ERG, Theory X and Y</p> <p>Activity: do small level survey to know the importance of different ways of motivation, find out different organizational and behavioral set up of any organization</p> | 15 | CO4 |

CO-PO and PSO Mapping

| CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|
| CO1 | 2 | | 3 | | | 1 | 1 | | 1 | | 2 | | 1 | |
| CO2 | 1 | 2 | 2 | | | | | | 1 | 1 | | | | |
| CO3 | 1 | | 1 | | | 1 | | | | | | 2 | 1 | 1 |
| CO4 | | | 1 | | | 2 | 1 | | 2 | 1 | | | | |

Strong contribution-3, Average contribution-2, Low contribution-1,

Suggested Readings:

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| Text- Books | 1. Bhattachariya. M. New Horizons of Public administration. N.Delhi. jawaha publisher. Seventh Edition. |
| Reference Books | 1. SharmaM.P and B.L. Sadana. 2016. <i>Public administration in Theory and in Practice</i> . N. Delhi; Kitab Mahal. 2. Laxmikant. M. 2012. <i>Public administration</i> . Mcgrew hill education. Second edition . |

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| Para Text | Unit 1: | |
| | 1. https://www.youtube.com/watch?v=omn2nPE9rjc&pp | |
| | 2. https://www.youtube.com/watch?v=omn2nPE9rjc&pp | |
| | Unit 2: | |
| | 1. https://www.youtube.com/watch?v=7pxRhRiHg0U&pp | |
| | 2. https://www.youtube.com/watch?v=iySTYU-Pxpo&pp | |
| | Unit 3: | |
| | 1. https://www.youtube.com/watch?v=OgXX85PPspo&pp | |
| | 2. https://www.youtube.com/watch?v=rtp-c-IPa6U&pp | |
| | Unit4: | |
| | 1. https://www.youtube.com/watch?v=DJausrOVOWE&pp | |
| | 2. https://www.youtube.com/watch?v=89i-YF8XfPo&pp | |
| Recapitulation & Examination Pattern | | |
| Internal Continuous Assesment: | | |
| Component | Marks | Pattern |
| Mid Semester | 20 | Section A: Contains 10 MCQs/Fill in the blanks/One Word Answer/ True-False type of questions. Each question carries 0.5 mark. Section B: Contains 07 descriptive questions out of which 05 questions are to be attempted. Each question carries 03 marks. |
| Activity/ Practical | 10 | Will be decided by subject teacher |
| Class Test | 05 | Contains 05 descriptive questions. Each question carries 01 mark. |
| Online Test/ Objective Test | 05 | Contains 10 multiple choice questions. Each question carries 0.5 mark. |
| Assignment/ Presentation | 05 | Assignmet to be made on topics and instruction given by subject teacher |
| Attendance | 05 | As per policy |
| Total Marks | 50 | |

Course created by: **Ms. Bidushee Singh**

Signature:

Approved by: **Dr. Ravi Saxena**

Signature: 