

	<p>specialized/technical, & auxiliary.</p> <p>2) The Chief Executive – types, functions; & role.</p> <p>3) Delegated Legislation–causes for growth, forms, merits, limitations & safeguards</p> <p>4) Administrative Adjudication–importance, causes for growth, functions limitations & working.</p>		<p>Lecture method</p> <p>Students presentation</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	<p>Public Administration- Mohit Battacharya</p>	<p>with the powers & functions of Chief executive & others.</p>
			<p>Lecture method</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	<p>Public Administration- Mohit Battacharya</p>	
			<p>Lecture method</p>			
			<p>Case study method</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	<p>Public Administration- Mohit Battacharya</p>	
UNIT 3	<p>Personnel Bureaucracy–Meaning, merits & demerits, functions, kinds.</p> <p>Problems–Recruitment, Training, promotion, retirement, morale & discipline, Recruitment agencies UPSC & SPSC.</p> <p>Authority & Responsibility–Meaning, relationship, limitations; kinds of authority, kinds of responsibility.</p>	10	<p>Lecture method</p> <p>Students presentation</p>	<p>Public Administration- Sadana Sharma</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	<p>Students will be able to understanding the issues and features of Indian Bureaucratic system, also they will get familiarized in difference between authority & responsibility & also about recruitment to retirement process.</p>
			<p>Students presentation</p>	<p>Public Administration- Sadana Sharma</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	
			<p>Power Point Presentation.</p>	<p>Public Administration- Sadana Sharma</p>	<p>Public Administration- Bhagavan, Vishnu bushan</p>	
			<p>Case study method</p>			
UNIT4	<p>Management–Meaning, Principles, good management, values of</p>	10	<p>Lecture method, Case study method, group discussion</p>	<p>Public Administration- Avasthi & Maheshwari</p>	<p>Comparative Public Administration - Chaturvedi</p>	<p>Students will be acquainted with the meaning, principles</p>

	management (POSDCORB). Leadership- Meaning, qualities, policy formation & decision making, tasks & problems. Morale & discipline- meaning & implications, relationship, conditions.		Lecture method, Case study method, group discussion	Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari	Comparative Public Administration - Chaturvedi Comparative Public Administration - Chaturvedi	features of management. Also get familiarized with the powers & functions of a leader, qualities & relationship.
UNIT 5	Planning: need for & importance, principles & features, kinds, program planning, problems. Budgeting- meaning, importance, principles & features, kinds, program budgeting. Communication- meaning, principles & features, kinds. Direction & Supervision- meaning need for methods & limitations, reporting. Control- meaning, measures, problems.	10	Lecture method, Case study method, group discussion	Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari	Indian Polity- Lakshmikanth Indian Polity- Lakshmikanth Public Administration- Lakshmikanth Indian Polity- Lakshmikanth	Importance of Indian Budgetary System of the country will be brought to the awareness of the students and will also be familiarized with the relevance of developed & developing countries with strategies.

No. of Teaching Hrs: 70

No. of Students Presentation: 6

No. of Library Hrs: 1

No. of Hand-Outs: 10

No. of Assessment Hrs: 5+3

No. of writing exercises: 5

No. of Hrs. for revision and Question Paper Solving: 2

No. of Case Studies: 2

No. Group Discussion: 2

No. of documentaries to be screened: Nil

Service Learning: Students can collect the policies and governmental schemes provided by state government and central government and bring it to awareness of the people residing in semi-rural and rural areas about their Administrative Rights & Duties and make them avail benefits.

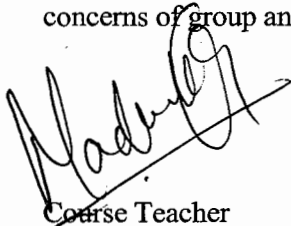
Guest Lectures (if any): 01

Any Links: Press Information Bureau

Course Outcome: Students will appreciate the knowledge gained in this paper as it gives them good understanding of Public Administration, rigid & flexibility of constitution, rights, duties, secularism, and its implementation through governmental agencies.


Industry/Professional Skills: This contributes to the professional development of the students as they get finely get tuned with the rights & duties, welfare state & social concern towards the state & the society.

Human Values: Subject contributes to enrichment of human values as the students will be made aware of problems and issues of employees in different levels of democracy. They will be more sensitive to these concerns of group and individual behavior once they become legal professionals.



Course Teacher

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