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COURSE PLAN

Subject: POLITICAL SCIENCE- Public Administration (Major IV) Class: II B.A.LL.B IV SEMESTER (A & B Sec)

Date of commencement of Classes- 11th February 2019

Faculty: Madhusudhan.G

Dept of Political Science

Course Objectives: To enable a student to understand the basic concepts of Public Administration as also the link between political science, politics and law. To help students on a better understanding of organization, Bureaucracy, Management, Leadership, Budget & Planning and hence leading to a better appreciation of jurisprudence and its development in any political system.

Units	Topic	No of Hour	Methodology of Teaching	Prerequisites- Readings/Assignmen	Supplementary Reading	Unit Outcomes
UNIT 1	Public Administration - Definition, Introduction, nature, sources, importance; public Vs private. Organisation- Meaning & importance, Principles – hierarchy, span of control, delegated of authority, unity of command, centralization vs decentralization	20	Lecture method	Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari	Comparative Public Administration - Chaturvedi Comparative Public Administration - Chaturvedi	Student will get firsthand knowledge about the evolution of Public Administration. They will be able to understand the working of Public oraganisation & Private org.
UNIT 2	1)Line & Staff-Meaning, differences, functions, line agencies- their features, working & control. Staff Agencygeneral,	20	Lecture method Students presentation	Public Administration- Bhagavan, Vishnu bushan	Public Administration- Mohit Battacharya	Students will be familiarized with the Working of Indian Administrative system. They also get acquainted

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

	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 &	10	Lecture method, Case study method, group discussion	Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari Public Administration- Avasthi & Maheshwari	Indian Polity- Lakshmikanth Indian Polity- Lakshmikanth Public Administration- 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 stratergies.
	limitations, reporting. Control-meaning, measures, problems.			Public Administration- Avasthi & Maheshwari	Indian Polity- Lakshmikanth	

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

Academic Cardinator Internal Quality Assurance Cell KLE Society's Law College, Bangalore.

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