**COURSE OUTCOMES**

**Class-B.A.- I PUBLIC ADMINISTRATION**

**Semester I—Odd semester**

**Subject—Elements of Public Administration**

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| Co1 | Evolution, Meaning , Nature, Scope, Significance of Public Administration and its relation with Political Science, Economics and Law are discussed |
| Co 2 | Students come to know about Public and Private Administration, New Public Administration and New Public Management |
| Co 3 | Basis, Principles and Forms of Organisation are discussed. Students are made aware of Co-ordination, Supervision, Control, Communication and Delegation. |
| Co 4 | It deals with the knowledge about Centralisation and Decentralisation system of Administration, Board, Corporation and Commission. |
| Co 5 | Students will get to know about Features, Functions of Independent Regulatory Commission, Types and Functions of The Chief Executive. |
| Co 6 | Students get to know about Role, Meaning and Types of Line, Staff and Auxiliary Agencies and Concept, Means and Significance of Public Relations |

**CREDITS**—6 THEORY PERIODS OF 45 MINUTES EACH PER WEEK OVER A SEMESTER

**COURSE OUTCOMES**

**Class-B.A.- I PUBLIC ADMINISTRATION**

**Semester II—Even semester**

**Subject—Basics of Public Administration**

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| Co1 | Students come to know about the Scientific Management Theory, Classical Theory and Bureaucratic Theory of organisation followed by the Principles, Advantages and Disadvantages. |
| Co 2 | It deals with Detailed study of Personnel Administration their Recruitment, Training, Promotion, Motivation and Factors leading to build-Up Morale. |
| Co 3 | Students are made aware of Preparation and Enactment of Budget in India, Budget’s Principles and Method of Formulation of Budget in England and America. |
| Co 4 | Importance, Elements and kinds of Accounting , Functions of Audit and difference between Accounting and Audit |
| Co 5 | Students come to know about Parliamentary Control over Public Finance, Executive Control over Administration in India and Administrative laws |
| Co 6 | It deals with reasons for the growth of Delegated Legislation. Knowledge regarding Administrative Tribunals and Public Policy. |

**CREDITS**—6 THEORY PERIODS OF 45 MINUTES EACH PER WEEK OVER A SEMESTER