**THEORIES AND PRINCIPLES OF PUBLIC ADMINISTRATION (CORE)**

**Course objective:-** The course seeks to underline the tenets of public sector and its relation to government.in this contex the subject is provide knowledge of basic principles and obstacles in community.it enables the students to understand the basic of public and private administration and its effect on nations development.

**Learning Outcomes:** After completion of this paper students will be able to:

* Discuss the major theories and concepts of Public Administration and its subfields.
* Discuss and evaluate the institutional structure and processes of the major national, state, and local political and Administrative institutions of policy making.
* Identify and describe the major theories of public organizations, and bureaucratic behavior.

**Introduction to Public Policy, Concepts and Models**

**Course objective:-**The course seeks to explain the approaches and proper knowledge of government sector.it enables the students to understand the basic of theories to public policy and apply to public and private sector.

**Learning Outcomes:** After completion of this paper students will be able to

* Making policy draft related to various fields. Based on various models of public policy making.
* participate as a civically engaged member of society;
* use electronic and traditional library resources to research key local, state, national and international policy issues and present results;

**ESSENTIALS OF MANAGEMENT**

**Course Objective:** Thissubject **e**nables the students to understand the basics of Management, formulation of strategy and various other concepts. Business activities and theories, planning of different authors and management skill.

**Learning Outcome:** After completion of this unit students will be able to:

* Understand Concept of management
* Learn about strategic planning
* Discuss role of different types of leadership style
* Aware about communication barrier in management

**SOCIAL COMMUNICATION & PERSONALITY DEVELOPMENT**

**Course Objective:** Thissubject **e**nables the students to understand the basics of business communication, Drafting letter and various other concepts. Aware communication skills and basic needs.

**Learning Outcome:** After completion of this unit students will be able to:

* Understand Concept of Communication
* Learn about forms of communication
* Discuss role of different types of letter style
* Aware about communication barrier
* Give Presentation and interview

**COMPUTER APPLICATIONS**

**Course Objective:** Thissubject **e**nables the students to understand the theory and practical aspect of computer applications and fully knowledge of computer section and mostly operating system . knowledge of hardware and software systems.

**Learning Outcome:** After completion of this unit students will be able to:

* Understand basic computer fundamentals.
* Learn about resources of computer.
* Discuss role of operating system
* Proficient in operating MS Word, MS Excel ,MS PowerPoint.
* Able to access Internet
* Learn about various latest technologies.

**PUBLIC ADMINISTRATION IN INDIA**

**Course objective:-** The course seeks to understand the Indian constitutional public body and central and state relations ship.it enables the students to understand the basic of inter state relation and management of Indian constitutnal body.

**Learning Outcomes:** After completion of this paper students will be able to:

* To understand the historical evolution and socio-economic, political, cultural and

global context of Indian Administration;

* To identify the transformative role of Indian Administration;
* To make out the multi-dimensionality of problems and processes of Indian

Administration;

* To understand the form and substance of Indian Administration;

**ECONOMIC POLICY AND POLICY ANALYSIS**

**Course objective:-**The course seeks to underline the tenets of economic policy and policy analysis and its relation. In this context the subject is provide knowledge of basic machinery of government institutions and body,agencies and civil society.it enables the students to understand the basic policy formulation and its effect on nations development.

**Learning Outcomes:** After completion of this paper students will be able to

* clearly and with purpose on issues of management, administration and public policy;
* analyze administrative and policy problems and formulate policy options;
* Demonstrate critical thinking, including the ability to form an argument, detect fallacies, and martial evidence, about key issues of public policy and administration.

**DEVELOPMENT ADMINISTRATION**

**Course Objective:-** This course provide to understand the development administration and knowledge of many organization, role of bureaucracy and traditional administration it enables the students to understand the basics of principles and nations development.

**Learning Outcomes:** After completion of this paper students will be able to:

* Understand the historical evolution and socio-economic, political, cultural and global context of Administration;
* Identify the role of development Administration;

**LAW, ETHICS AND GOVERNANCE**

**Course objective:-** The course seeks to underline the tenets of law,ethics and governance and its relations to administration.in this context the subject is provide knowledge of basic principles and obstacles in community. It enable the students to understand the basics of legal foundations and law, ethics.

**Learning Outcomes:** After completion of this paper students will be able to:

* student should acquire a solid command of relevant theories of governance and a comprehensive understanding of the notion of multilevel governance as a theoretical concept
* Students should possess basic skills and competences to analyze contemporary politics.

**Research Methodology-Qualitative and Quantitative**

**Course objective:-** The course seeks to underline the tenets of research methodology and its importance on the research,it enables the students to understand the basic knowledge of research and quality of good researcher.

**Learning outcomes:-** After studying this subject the student will learn

About the good research

To develop quality of reserch and researcher

Specific skills and technique of working with research areas

**Administrative Thinkers**

**Course objective:-** The course seeks to understanding thinkers approaches and apply public and private sector it enables the students to understand the basics of organization, system management and motivation theories fulfill basic need of any organization.

**Learning Outcomes:** After completion of this paper students will be able to:

*Ability to summarize and explain difficult ideas and concepts.* *Ability in writing that reflects careful attention to language, logic, and subtleties of reasoning*. *Ability to write philosophical essays that have coherent theses and reasonable supporting arguments.Ability to understand reality from different perspectives and thus to understand that different people will define issues in different ways*.

**State and Social Welfare Administration with special reference to MP**

**Course objective:-** The course seeks to underline the tenets of state and social welfare administration, in this context the subject is provide knowledge of basic knowledge of state administration and special reference to mp.

**Learning Outcomes:** After completion of this paper students will be able to:

* Resolve Administration Health Organization subjects and Social Welfare.
* Analyse and use procedures for the promotion of Social Welfare.
* Prepare, comment and present data that they have designed and collected.
* Approach with professionalism rules and values that govern the Social Welfare.

**PERSONNEL ADMINISTRATION**

**Course Objective:-** The course provide to basic information of government sector like that planning,process and achivment of employ.chalenges and problems of civil servent.it enables the students to understand the basics of recruitment and last stage of selection process.

**Learning Outcomes:** After completion of this paper students will be able to-

* Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
* Facilitate and support effective employee and labour relations in both non-union and union environments.

**ELEMENTS OF FINANCIAL ADMINISTRATION**

**Course Objective:-** The course seeks to underline the tenets of financial administration and its elements.in this context the students is provide knowledge of basic quality and meaning of financial system.it enables the students to understand the basic of public revnue,budgeting system etc

**COMPARATIVE PUBLIC ADMINISTRATION**

**Course Objective:-** This course provide comparison of many contries with thinkers,in this context the subject is provide knowledge of basic comparative systems.it enables the students to underline the basics of systems of many contries.

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**Learning Outcomes:** After completion of this paper students will be able to:

* The students understand the basic principles of Politics including governing institutions and branches, political wings and organizations,
* Study political behavior and the operation of government at both the national and state levels.
* Understanding government and politics in a comparative perspective
* Understand government and politics in a global context.

**SOCIAL POLICY: STATE, MARKET AND SOCIETY**

**Course Objective:-** The course seeks to underline the tenets of social policy and its socity. In this context the subject is provided knowledge of basic principles and obstacles in community. It enables the students to understand the basic of policies formulation and its effect on nations development.

**Learning Outcomes:** After completion of this paper students will be able to:

* Describe the broad history, features and developments of social policy
* Explain the development and consequences of key national policy interventions
* Identify and evaluate the diverse ethical and ideological positions informing Australian social policy developments
* Explain how and why social policy interventions have adopted particular interpretations and traditions

**E- GOVERNANCE**

**Course Objective:-** This course provide to understand the body of good governance,models of governance provide the knowledge to understand the sector of public.understand the government portal and government services.

**Learning Outcomes:** After completion of this paper students will be able to:

* Understand the concept of e-government, and the associated benefits and drawbacks
* Understand how a relational database differs from a flat database, including the function and construction of a joining tabl

**Disaster Management**

**Course Objective:-** The course seeks to underline the tenets of disaster area and its management. In this context the subject is provide knowledge of basic principles and obstacles in community. It enables the students to understand the basics of disaster management and its effect on nations development.

**Digital Marketing**

**Course Objectives:** Course will enable students to develop basic understanding of digital marketing and its applications.

**Learning Outcomes:** After completion of this paper students will be able to understand:

1. Uses of different social media platforms.
2. Meaning and concept of MLM, NM, AM.
3. Practical approach of using CANVA and SEO.
4. How to manage social media platforms for business.
5. Basics of Digital Marketing.

**ACADEMIC AND RESEARCH REPORT WRITING**

**Course Objectives:** This course enables students to understand concept of academic and research report writing and its practical implementation while preparing major research project.

**Learning Outcome:** After completion of the course student will able to:

* Understand importance of report writing
* Develop skill how to write research papers and thesis
* Develop knowledge about various research & publication ethics