

BACHELOR OF ARTS
POLITICAL SCIENCE/ V SEMESTER
PUBLIC ADMINISTRATION: Concepts & Theories

Subject Code: NS 401

Total Hours: 60

Teaching Hours per week: 4

Credits: 4

Objectives:

1. To enable students to understand the major components of public administration
 2. The course provides an introduction to the discipline of public administration.
 3. To develop an ability to understand the operational pattern of public administration
 4. To develop a capacity among students to assess objectively the output of public institutions
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Course Learning Outcomes:

- The students will learn about the nature, significance and contemporary debates around Public administration
- The study of various approaches and concepts of Public administration will augment students' on political & economy issues.
- The course will provide an insight into the alternative understanding of operational pattern of public administration
- The paper will equip students with a comprehensive knowledge of the recent trends and make them understand that greater democratization will lead to the restructuring public administrative institutions.

Learning Process: The teaching-learning process for this course would involve class lectures, class discussion, class presentation, debates on contemporary issues and relevant cases. Teaching would also involve methods like power point and film screening.

Assessment Methods: Students will be assessed at different stages during the course learning process. After completing every unit, they will be asked to take part in group discussions on any one important event or issue relevant for that unit. They will also do one presentation and one assignment.

I CHAPTER: INTRODUCTION (12hrs)

Meaning Evolution Nature Scope and Importance of Public Administration

Ecology of Public Administration: Social Economic Cultural Political & Legal.

Public and Private Administration: Differences and Similarities

Public Private Partnership (PPP)

II CHAPTER: Theories and Principles of Administrative Organization (15hrs)

Theories of Organization:

Scientific Management

Classical

Human Relations

Principles of Organization

Hierarchy, Unity of Command

Span of Control

Delegation of Authority

Coordination

Centralization and Decentralization.

III CHAPTER: STRUCTURE AND FORMS OF ADMINISTRATIVE ORGANIZATION (10hrs)

Chief Executive: Powers and Functions

Line Staff and Auxiliary Agencies

Forms of Organization:

Departments

Public Corporations

Board and Commissions

IV CHAPTER: DYNAMICS OF MANAGEMENT (10hrs)

Meaning Nature and Functions of Management

Leadership: Meaning, Qualities and Types

Meaning types Barriers & methods

Planning: Meaning and Kinds

Public Relations: Meaning, Techniques & Importance

V CHAPTER: PERSONNEL ADMINISTRATION (13hrs)

Meaning Importance Types: Aristocratic, Bureaucratic and Democratic

Position-Classification

Recruitment

Training

Promotion

Compensation

Discipline

MORALE

Rights and Duties of Civil Servants

Retirement

Books for reference

1. R.K. Arora and S. Sharma, eds., Comparative and Development Administration: Ideas and Action,
Jaipur, Arihant, 1992.
2. C.P. Bhambhri, Administration in a Changing Society, Delhi, National, 1978.
3. M. Bhattacharya, Bureaucracy and Development Administration, Delhi, Uppal, 1979.
4. T.J. Byres, ed., The State and Development Planning in India, Bombay, OUP, 1994.
5. G. Craig and M. Mayo, Community Empowerment: A Reader in Participation & Development, London, Zed Books, 1995.
6. P. Datta, Major issues in the Development Debate: Lessons in Empowerment from India, New Delhi, Kaniska, 1998.
7. O.P. Dwivedi, Development Administration: From Underdeveloped to Developed, Jaipur, Rawat, 1992.
8. M. Franda, Voluntary Associations and Local Development in India, New Delhi, Young Asia, 1983.
9. Shalini Goel, Democratic Decentralization and Rural Development, New Delhi, Deep & Deep, 2002.
10. G.F. Grant, Development Administration: Concepts, Goals, Methods, Madison, University of Wisconsin, 1979.
11. G. Hargopal, Administrative Leadership & Development in India, New Delhi, Light and Life, 1980.
12. B. Hottne, Development Theory and the Three Worlds, England, Longman Group, 1996.
13. R.B. Jain and P.N. Chaudhari, eds., Bureaucratic Values in Development, New Delhi, Uppal, 1992.
14. S.R. Melkote, Communication for Development in the Third World: Theory and Practice for Empowerment, New Delhi, Sage, 2001.
15. D. Nandini, Rural Development Administration, Jaipur, Rawat, 1992.

16. V.A. Pai Panandikar, ed., Development Administration in India, Delhi, Macmillan, 1974.
 17. Planning Commission, Report of the Working of District Planning, New Delhi, GOI, 1984.
 18. F.W. Riggs, Administration in Developing Countries, Boston, Houghton, Mifflin, 1964.
 19. A.K. Sharma, People's Empowerment, IJPA, 42(3), July – September, 1996.
 20. A. Singh, Public Administration: The Grassroot Concerns, New Delhi, Mittal, 1998.
 21. K.B. Srivastava, New Perspectives in Development Administration in India, New Delhi, Concept, 1994.
 22. M. Umopathy, Development Administration Today: Super or Sub-Disciplines, Mysore, Miner Pub., 1994.
 23. S.P. Verma and S.K. Sharma, eds., Development Administration, New Delhi, IIPA, 1984.
 24. Chakrabartychand, Public Administration, orient blackswan, New Delhi.2017
 25. Maheshwari, S. R., A Dictionary of Public Administration, New Delhi, 2002.
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Journals

1. Public administration (royal institute of public administration), London.
2. Administrative review, Chicago.
3. The Indian Journal of public administration (Indian institute of public administration),
New Delhi.
4. The Indian police journal (bureau of police research and development), New Delhi.