

SEMESTER 2nd
MAJOR / MINOR COURSE

Title: Public Administration: Administrative Thought- I Code: BPA22C201

(CREDITS: THEORY = 04; TUTORIALS = 02)

Course Description: *The course introduces students to the various Administrative schools of thoughts. It also aims to highlight the impact & significance of these schools of thoughts on Public Administration.*

Learning Outcome:

After completing the course students shall be able to

1. Understand the Contributions of Classical and Neo Classical Thinkers of Public Administration
2. Relate the Principles of Administration in the Organizations around them
3. Appraise the relevance of various theories in Modern world.
4. Combine theory & practice through Field visit.
- 5 Enhance their skills through Presentations & Debates.

THEORY (04 CREDITS)

UNIT 1: Administrative Theory

- 1.1 Introduction to theory
- 1.2 Administrative theory: Growth and various Streams.
- 1.3 Woodrow Wilson: “ The Study of Administration”.
- 1.4 Kautaliya- Principles and Saptanga theory

UNIT II Bureaucracy

- 2.1 Max Weber’s concept of Bureaucracy
- 2.2 Karl Marx’s views on Bureaucracy.
- 2.3 Representative Bureaucracy
- 2.4 Criticism of Bureaucracy

UNIT III Classical School of Thought

- 3.1 Introduction to the Classical School of Thought
- 3.2 F.W Taylor: Scientific Management
- 3.3 Henry Fayol: Foundations of Management
- 3.4 Luther Gullick and Urwick: Science of Administration

UNIT IV Neo Classical Thought

- 4.2 Systems approach and its associated Concepts
- 4.2 Chester Barnard: Organization as a Cooperative system
- 4.3 M.P Follet: Social System
- 4.4 Elton Mayo: Human Relations Theory

TUTORIALS: 2 CREDITS

UNIT I Observing Principles of Organization (Field Study)

- a. Public Sector Institution/ Visit to IMPA
- b. Private Institution (Bank or a School)

UNIT II Bureaucracy: Debates & Presentation

- a. A necessary evil.
- b. Critics of Bureaucracy

Suggested Readings:

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.

- Bhattacharya, Mohit (2013), *New Horizons of Public Administration*, Jawahar Publishers, New Delhi.
- Henry, Nicholas (2006) *Public Administration and Public Affairs*, Prentice Hall of India, New Delhi. .
- Ravindra Prasad, D. Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2013) *Administrative Thinkers*, Sterling, New Delhi
- *Public Administration* by S. Pollinaidu
- *Public Administration, Concepts & Theories*, RumkiBasu
- *Administrative Theories & Management thought* by RK Sapru
- Goel, S.L. *Administrative and Management Thinkers: Relevance in New Millennium*. New Delhi: Deep & Deep, 2008.
- Maheshwari, S. *Administrative Thinkers*. New Delhi: Macmillan, 2009.

Government Degree College, Baramulla

SEMESTER 1st

Multidisciplinary Course

Subject: Public Administration

Title: **Indian Administration**

Code: BPA22M102

Credit: Theory 03

Contact Hours: 48 (Th)

Course Description:

The Course is meant for students from different academic background and is expected to help them in basic understanding of Public Administration. It also attempts to introduce students to the processes governing Indian Administration & to some of its Issues & Challenges.

Learning Outcomes:

After Completion of this course students shall be able to

- (a). Appraise the Meaning & Significance of Public Administration*
- (b) Comprehend the Roles of important institutions of country & the challenges faced by them.*
- (c) Relate day to day activities carried out by Administration around them.*

UNIT: I Introduction to Public Administration

Contact Hours 16

- 1.1. Meaning, Nature, Scope & Significance of Public Administration
- 1.2. Evolution of Public Administration as a Discipline.
- 1.3. Principles of Administration.
- 1.4. Public Administration & Private Administration: Differences & Similarities

UNIT: II Indian Administration

Contact Hours 16

- 2.1 Features of Indian Constitution.
- 2.2 President, Prime Minister, Governor: Powers & Functions.
- 2.3 Cabinet Secretariat, Central Secretariat, Prime Minister's Office: Role & Functions
- 2.4 Civil Services in India

UNIT: III Issues In Indian Administration

Contact Hours 16

- 3.1 Minister-Civil Servant Relationship
- 3.2 Generalist & Specialists: Complementarity & Compatibility.
- 3.2 Local Self Government and Grassroots Level Democracy: Challenges and Issues
- 3.3 Corruption & Administration: Concepts of Lokpal and Lokayukta

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REFERENCES:

1. Avasthi&Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
2. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
3. BidyutChakravarthi, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
4. Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
5. KuldeepMathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press
6. M.Sharma (2004), Indian Administration, Anmol Publishers.
7. Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
8. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
9. Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners.
10. Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
11. Ramesh K Arora, RajniGoyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
12. P.D. Sharma and B.M. Sharma (2009) Indian Administration: Retrospect and Prospect, Rawat Publications.