

**Department of Political Science, BBAU**

**M.A Second Semester**

**Course Name: Public Administration**

**Course Code: PS 204**

**Course Teacher: Mr. Siddhartha Mukerji**

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### **Course description**

Public Administration has emerged as a significant discipline of political science. With the emergence of modern technology the methods of administration has undergone several changes. This course is an attempt to introduce students to various tools of public administration. The course is divided into two sections. The First Section deals with theories, principles and concepts in public administration. The second section of the syllabus is devoted to the understanding of public administration in India. Accordingly, the second part of the course includes a section on the organizational structure of governmental institutions in India that seeks to discuss and analyze in detail the structural and functional components of various levels of governmental organization in the India administration. While dealing with the technical components of financial and personnel administration, the said topics mainly focus on the administrative and management practices in India in contemporary times.

### **Course Objectives**

The primary objective of the course is to familiarize the students with the concepts, approaches and the emerging theoretical trends in the field of public administration. Additionally, it looks at the formal processes of public administration in India related with staff management, finance, and other organizational matters.

### **Method of Evaluation:**

Class Presentation: 10% weightage

Mid-semester examination (Objective & long-answer type questions): 20% weightage

End-semester examination: 70% weightage

## **Course content**

### **Section One: Fundamental of Public Administration**

#### **Unit 1- Introduction to Public Administration**

- Meaning, Scope and Significance of Public Administration
- Evolution of Public Administration as a discipline
- New Public Administration and New Public Management perspective
- Relation between Politics and Administration

#### ***Essential Readings:***

Raymond Cox and Susan Buck, *Public Administration in Theory and Practice*, (Pearson Education, 2009) **Chapters 1, 2 and 3**

Bidyut Chakrabarty and Mohit Bhattacharaya, *Public Administration: A Reader*, (New Delhi: Oxford University Press, 2003), **Chapter on introduction**

Amita Singh, “Marketing Public Administration: The New Public Management Approach”, in Alka Dhameja’s, ed., *Contemporary Debates in Public Administration*, New Delhi: PHI Learning Pvt Ltd

Alka Dhameja’s, ed., *Contemporary Debates in Public Administration*, (New Delhi: PHI Learning Pvt Ltd) **Chapters 1, 11, 19, and 20**

R.K. Saprú, *Administrative Theories and Management Thought*, (New Delhi: PHI, 2009), **Chapters 1, 2, 3, 37 and 40**

#### **Unit 2- Theories and Principles of Administration**

- Classical Theory: Fayol, Urwick and Gulick
- Scientific Management theory: Fredrick W. Taylor
- Human Relations Theory: Elton Mayo
- Theory of Bureaucracy: Max Weber
- Ecological Approach: Riggs
- Principles of Organization: Hierarchy, Span of Control, Unity of Command, Delegation and Coordination

***Essential Readings:***

R.K. Sapru (2009), *Administrative Theories and Management Thought*, (New Delhi: PHI, 2009)  
Chapters 8, 12, 16, 19, 20, 21, 28, 29, and 30

Nigro & Nigro, *Readings in Public Administration*

Bidyut Chakrabarty and Mohit Bhattacharaya, *Public Administration: A Reader*, (New Delhi: Oxford University Press, 2003), **Chapters 1, 2, 3**

Bidyut Chakrabarty and Mohit Bhattacharaya (2005), *Administrative Change and Innovation: A Reader*, (New Delhi: Oxford University Press, 2005), **Chapter 1 and the introduction chapter**

Alka Dhameja's, ed., *Contemporary Debates in Public Administration*, (New Delhi: PHI Learning Pvt Ltd), **Chapter 2**

**Section two- Indian Administrative System**

**Unit 3- Structure of Governmental Organization in India**

- Departments: Departmental Organization in the Central Government
- Public Corporations
- Chief Executive: Line, Staff and Auxiliary Agencies

***Essential Readings:***

Reports of the Second Administration Reforms Commission, Government of India

S.R. Maheshwari, *Indian Administration*, New Delhi: Orient BlackSwan, (2009) **Chapters 3, 4, 5, 7, 11, 13, 15, 16, and 17**

Avasthi and Maheshwari, *Public Administration*

**Unit IV- Personnel Administration in India**

- Genesis of Civil Services in India- Colonial and Post-colonial contexts
- Recruitment and Training
- Promotion and Performance Appraisal

## **Essential Readings**

Bidyut Chakrabarty and Mohit Bhattacharaya, *Public Administration: A Reader*, New Delhi: Oxford University Press, 2003) **Chapters 10, 11, 13, 14 and 16**

Bidyut Chakrabarty and Mohit Bhattacharaya, *Administrative Change and Innovation: A Reader*, New Delhi: Oxford University Press; 2005) **Chapters 8, 9, 10 and 11**

S.R. Maheshwari, *Indian Administration*, (New Delhi: Orient BlackSwan, 2009) **Chapters 18, 19, 20, 21, 22, 23, and 33**

Avasthi and Maheshwari, *Public Administration*

## **Unit V- Financial Administration in India**

- Budget making Process in India
- Performance Budgeting and Line-Item Budget
- Financial Committees: Public Accounts Committee, Estimates Committee
- Audit and Account: Role of Comptroller and Auditor General, Separation of Audit and Account in India

## **Essential Readings**

Recent Budgets of the Ministry of Finance, Government of India

Reports of the Second Administration Reforms Commission, Government of India

Raymond Cox and Susan Buck, *Public Administration in Theory and Practice*, (Pearson Education, 2009) Chapter 4

S.R. Maheshwari, *Indian Administration*, (New Delhi: Orient BlackSwan, 2009) chapters 32

Avasthi and Maheshwari, *Public Administration*

Gupta, P.S., *Budget System: Procedure and Norms*

## **Suggested Readings:**

Appleby, Paul H., *Public Administration of a Welfare State*

Bidyut Chakrabarty & Mohit Bhattacharya, *Public Administration: A Reader*

Bidyut Chakrabarty & Mohit Bhattacharya, *Administrative Change and Innovation: A Reader*

Gullick, L & Urwin, *Papers on the Science of Administration*

Mooney & Reilay, *Principles of Organization*

Nigro & Nigro, *Readings in Public Administration*

Stephen P. Osborne and Kate McLaughlin and Evan Ferlie, ed., *New Public Management: Current Trends and Future Prospects*

Taylor, F.W., *Principle of Scientific Management*

Waldo, Dwight, *Public Administration in a Time of Turbulence*

White, L.D, *Introduction to the Study of Public Administration*

Willoghby, F.W., *Principles of Public Administration*