



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences and Humanities and Arts
Choice Based Credit system (CBCS) in light of NEP-2020
B.A. Honors Public Administration
(Batch 2023-26)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL			L	T	P	CREDITS
			END SEM University	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BAPUBAD201	Major & Minor	Theories of Public Administration	60	20	20	-	-	3	0	0	3	

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives (CEO)s

- **CEO1:** To understand the evolution of Public Administration as an independent discipline.
- **CEO2:** To understand the Classical school of thought regarding Public Administration
- **CEO3:** Gain knowledge about Behavioral school of thought regarding Public Administration
- **CEO4:** To have an understanding on human behavior within the organizations.
- **CEO5:** Knowing about the effects of organizational interaction with the society and vice versa.

Course Outcomes

- CO1:** Able to differentiate between Political Science and Public Administration as two separate disciplines.
- CO2:** Have an in-depth understanding about Classical School of thinkers regarding Public Administration as an independent discipline
- CO3:** To analyze the behavioral thinker's perspectives about the subject.
- CO4:** To be able to predict about general human behavior within an organization.
- CO5:** To identify the outcomes of organization and society mutual interaction and influence on each other.

COURSE CONTENTS:

UNIT I

ADMINISTRATIVE THEORY:

- Significance and Importance of Theory.
- Evolution and Emerging Trends in Administrative Theory & Oriental Thought : Kautilya and Sun tzu
- Politics and Administration Dichotomy: Woodrow Wilson

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UNIT II

CLASSICAL THEORIES

- Classical Approach Henry Fayol, Luther Gulick and Lyndall Urwick
- Scientific Management Approach- FW Taylor.
- Bureaucratic approach- Max Weber and Karl Marx

UNIT III

HUMAN RELATIONS AND BEHAVIORAL APPROACHES

- Human Relation Approach: Elton Mayo
- Behavioral Approach: Herbert Simon
- Socio Psychological Approaches- Abraham Maslow, McGregor Rensis Likert, Victor Vroom

UNIT IV

ORGANISATIONAL HUMANISM

- Frederick Herzberg: Hygiene and Motivational Factors
- Chris Argyris: Integrating and the organization Theory.


UNIT V

SOCIAL SYSTEM THOUGHT:

- Mary Parker Follett: Constructive Conflict and Leadership
- Chester Bernard – Formal & Informal Organizations and Functions Of Executive
- Ecological Approach: Fred Riggs


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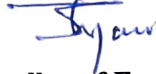
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Suggested Readings:

- Prasad,Ravindra.,Prasad,VS.,Satyanarayana,P, Pardhasaradhi,Y.,(2010). *Administrative Thinkers*, New Delhi : Sterling Publishers.
- Gajanan,RP., & Sharma, Anoop. (2011) *Theory of Public Administration*. New Delhi : Crescent Publishing House.
- Basu,Rumki.,(2019) *Public Administration concepts and theories*. New Delhi: Sterling Publishers Pvt.Ltd .
- Maheshwari, S R.. (2003) . *Administrative Theory*. New Delhi : MacMillan Publishers.
- Singh, Hoshiaar & Sachdeva, Pardeep. (2011). *Administrative Theory*. New Delhi : Pearson Publishers.
- Naidu, S.P, (2005). *Public Administration concepts and Theories* . New Delhi: New Age International Publishers


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Course Objectives (CEOs)

- CEO1 To understand the structure and functions of State Administrative system.
- CEO2 Knowledge about the role of Political and Judiciary systems in a State
- CEO3 Analyze the structure and functions of District Administrative system.
- CEO4 Learn about the importance of Technology in Administrative system.
- CEO5 Identify the different kinds of control exercised over the administrative system.

Course Outcomes (COs)

- CO1 Have a clear picture about the State Administrative system.
- CO2 Identify the importance or State Political and Judicial systems along with administration.
- CO3 Explain the importance of District administrative system.
- CO4 Analyze the role of Technology in Governance of a state.
- CO5 Understand the different kinds of control exercised over administrative system.


Course Contents:

UNIT I:

- State Administration: Structure and Process; Administrative History of Madhya Pradesh
- Political Executive at State level : Governor and Chief Minister & Council of Ministers
- State Secretariat ; Directorates & Local Governance


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UNIT II:

- State Government and Administration; State Legislature, State Judiciary; State Administrative Mechanism
- Organization and Functions of State Secretariat.
- Role of Chief Secretary; Office of Divisional Commissioner and Functions of Divisional Commissioner

UNIT III:

- District Administration: Meaning and Importance, Powers and Functions of District Collector Revenue Administration – Structure and Functions,
- District planning and Development Council; Problems of District administration in Maharashtra.
- Police Administration; Organization of Working of Police at State and District levels

UNIT IV:


- Technology in Government; e-Governance
- Integrity in Government; Good Governance
- Values and Ethics in Administration

UNIT V:

- Control over Administration; Redressal of Citizen Grievances.
- Transparency & Accountability; Right to Information act (RTI)
- Administrative Accountability; Legislative and Judicial Control.


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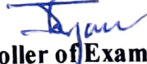
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Suggested readings

- Fadia, B.L., and Fadia Kuldeep (2020). *Public Administration in India*. Tata Mc Graw Hill publication
- Avasthi & Avasthi. (2017). *Indian Administration*. New Delhi. Lakshmi Narain Agarwal Educational Publishers
- Basu, Rumki.(2012). *Indian Administration structure performance and reform*. New Delhi : Adroit Publisher 2019
- Arora, K.Ramesh. (2012). *Indian Public Administration: Institutions and Issues*. New Age Publications Third edition (2012)
- Chakravarthy Bidyut.& Pandey.K.Rajendra (2018). *Local Governance in India*. New Delhi: Sage Publications India Pvt Ltd
- Singh K. Rajendra & Dhar Souvik.,(2022). *Local Self Government including Panchayat Administration*. New Delhi : Lex Worth Gorgia Law Agency


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