



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 2021-24)

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*					
BAHNPUBAD201	CC	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 and F J Good Know

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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

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UNIT V

SOCIAL SYSTEM THOUGHT:

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

Suggested Readings:

- Ravindra Prasad, V.S.Prasad, PSatyanarayana, Y.Pardhasaradhi, “ Administrative Thinkers” , Third Edition; Sterling Publishers (2010) Pvt.Ltd ISBN: 9789386245113
- R.P Gajanan and Anoop Sharma, “Theory of Public Administration”, Crescent Publishing House (2011) ISBN: 9788183421959
- Rumki Basu, “Public Administration concepts and theories”, Sterling Publishers Pvt. Ltd (2019) ISBN 9788120727632
- S.R.Maheshwari(2003) “Administrative Theory”, MacMillan Publishers, New Delhi ISBN 10.1403- 91003-0
- Hoshier Singh & Pardeep Sachdeva (2011), “Administrative Theory”, Pearson Publisher ISBN 978-8131761182
- S.P.Naidu (2005), “Public Administration concepts and Theories” New Age International Publishers ISBN: 81-224-0956-3

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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 State Administrative Mechanism
- Secretariat and directorates (b) Local governance and district Administration

UNIT II:

- State Government and Administration; State Legislature, State Judiciary, Governor, Chief Minister and Council of Ministers; Organization and Functions of State Secretariat.
- Role of Chief Secretary; Office of Divisional Commissioner and Functions of Divisional Commissioner

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

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Suggested readings

- BL.Fadia and Kuldeep Fadia, “Public Administration in India”, Tata Mc Graw Hill publication 2020 (11th Edition)
- Avasthi&Avasthi, “Indian Administration” Lakshmi Narain Agarwal Educational Publishers 2017
- RumkiBasu “Indian Administration structure performance and reform”Adroit Publisher 2019
- Ramesh K. Arora, “Indian Public Administration: Institutions and Issues”, New Age Publications Third edition (2012)

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Course Educational Objectives (CEOs):

- CEO1 Understanding the position of Bureaucracy in Indian Personnel Administration
- CEO2 Analyze the functions of Indian Personnel system
- CEO3 Knowledge about the conduct rules and service conditions of Government Personnel system in India
- CEO4 Study about issues in Indian Public Personnel system
- CEO5 To Know about the methods of Public grievances redressal and government efforts to right size the Public governance system

Course Educational Outcomes (COs):

- CO1 Identify the important role of Bureaucracy in Personnel Administration in India
- CO2 Explain the role and importance of Indian Public Personnel systems
- CO3 Find out the code of conduct and service rules in Personnel system in Indian Government
- CO4 Identify the issues in Indian public personnel system
- CO5 To utilize the knowledge relating to citizen grievance redressal mechanism

COURSE CONTENT:

UNIT I

Meaning; Nature, Scope of Personnel Administration; Bureaucracy- Concept, Types and Significance.

UNIT II

Indian Personnel system with reference to Classification; Recruitment; Training; Salary and Promotion.

UNIT III

Indian Public Personnel system with reference to Service Conditions; Conduct Rules; Disciplinary actions; Removal and Appeals.

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UNIT IV

Issues relating to Civil Services in India: Pension Reforms, Motivation & Morale, Political, Rights, Right to Strike.

UNIT V

Redressal of Employee Grievances

Right Sizing, Outsourcing and Consultancies

Interpersonal Skills.

Suggested Readings:

- S.L Goel “Public Personnel Administration: Theory and Practice” Deep and Deep Publications pvt.LTD 2008
- BL.Fadia and Kuldeep Fadia, “Public Administration in India”, Tata Mc Graw Hill Publication 2020 (11th Edition)
- Sushant Kumar Kar,” Public Personal Administration”, Kunal books2018
- Norma M. Riccucci , Katherine C. Naff, “Personnel Management in Government: Politics and Process”,Routledge Publication 8th edition 2019
- Oscar Glen Stahl,” Public Personnel Management” Harper and Row Publication (1976) Digitized in 2011

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