

SEMESTER 1st

MAJOR / MINOR COURSE

PAD122M: PUBLIC ADMINISTRATION_INTRODUCTION TO PUBLIC ADMINISTRATION (CREDITS: THEORY: 04; TUTORIALS: 02)

Course Description: *The course is introductory in nature and shall help students to understand the basic concepts in Public Administration. It will acquaint the learners with the conceptual understanding clarity and sharpen their path towards the more advanced theoretical debates in Administrative Theory and Administrative Thought. Furthermore, the Field- work/Internship offers an opportunity to understand the working and nature of public processes, functions and governance models:*

Learning Outcome:

1. To introduce students to basic conceptual and terminological categories in Public Administration
2. To make them familiar with the advanced theoretical debate in Administrative Theory & Practice
3. To relate concepts to daily experiences of people with their administrative system
4. To bridge gap between theory and practice of Public Administration
5. To enhance skill and job potential of students.

THEORY (04 CREDITS)

UNIT I

- 1.1 Understanding Public Administration
- 1.2 Public versus Private Administration: Comparison
- 1.3 Relationship of Public Administration with other Social Sciences
- 1.4 New Public Management

UNIT II

- 2.1 Principles of Organization: POSDCORB Model
- 2.2 Conceptual understanding of: Hierarchy, Span of Control and Unity of Command
- 2.3 Governance: SMART Governance
- 2.4 E-Governance: Challenges and Prospects

UNIT III

Theories of Administration:

- 3.1 Bureaucratic Theory (Weber)
- 3.2 Scientific Management Theory (Taylor)
- 3.3 Human Relations Theory (Mayo)
- 3.4 Decision Making Theory (Simon)

UNIT IV

- 4.1 Decentralization vs Centralization
- 4.2 *Democratic* Decentralization and Local Self Government: Significance
- 4.3 Debate on Decentralization and Development: Top-down or Bottom Top
- 4.4 Peoples' Participation in Development Process

TUTORIALS: 2 CREDITS (FIELD STUDY)

- 5.1 Governance at Local Levels (Panchayat/Municipality)
 - a. Working of Local-self Government (Field Study Report)
 - b. Internship with Local Body Representatives
- 5.2 Reservation and Empowerment
 - a. Impact of Women's Participation on Gender Empowerment in Panchyats and Municipalities

SUGGESTED READINGS:

1. Avasthi & Maheshwari (2012) *Public Administration*, Lakshminarayana Agarwal, Agra.
2. Arndt Christian and Charles Oman (2006) *Uses and Abuses of Governance Indicators*, OECD, Paris.
3. Bhattacharya, Mohit (2013), *New Horizons of Public Administration*, Jawahar Publishers, New Delhi.
4. Donald Menzel and Harvey White (eds) (2011) *The State of Public Administration: Issues, Challenges and Opportunities*, New York, M.E. Sharpe.
5. Henry, Nicholas (2006) *Public Administration and Public Affairs*, Prentice Hall of India, New Delhi.
6. Jan – Erik Lane (2000) *New Public Management: An Introduction*, Routledge, London.
7. Ravindra Prasad, D. Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2013) *Administrative Thinkers*, Sterling, New Delhi.
8. Frank J. Goodnow, *Politics and Administration: A Study in Government*, Transaction Publishers, New York, 2003.
9. O’Leary, Rosemary et al (2010) *The Future of Public Administration around the World: The Minnowbrook Perspective*, Georgetown University Press, D.C.
10. Martin Albrow (1970) *Bureaucracy*, MacMillan, London.
11. UN, Department of Economic and Social Affairs, *Development Administration: Current Approaches and Trends in Public Administration for Development*, New York, UN, 1975.
12. Wilson Woodrow, ‘The Study of Administration’ *Political Science Quarterly* 2 (June 1987).
13. Heady F. (1996) *Public Administration: A Comparative Perspective* (5th ed.) New York: Marcel Dekker.
14. Heaphey J. (1968) *Comparative Public Administration: Comments on current characteristics*, *Public Administration Review*, 28 (3), 242-249.
15. Montgomery, J. (1966) *Approaches to Development Politics, Administration and Change*, New York, McGraw Hill.
16. Pai Panandikar, V.A. (1964) *Development Administration: An Approach*, *Indian Journal of Public Administration*, 10 (1), pp. 34-44.