

Department of Political Science

Syllabus of (SEC) for UG

Semester-III

PUBLIC ADMINISTRATION

Credits: 04

Objective: The course provides an introduction to the discipline of public administration. This paper encompasses public administration in its historical context with an emphasis on the various classical and contemporary administrative theories. The course also explores some of the recent trends, including feminism and ecological conservation and how the call for greater democratization is restructuring public administration. The course will also attempt to provide the students a comprehensive understanding on contemporary administrative developments.

UNIT: I. PUBLIC ADMINISTRATION AS A DISCIPLINE

- . Meaning, Definition, Nature and Significance
- . Scope
- Public Administration and Private Administration

UNIT: II. ORGANISATION: PRINCIPLE OF ORGANISATION

- . Hierarchy
- . Unity of Command
- . Coordination
- . Delegation
- . Centralization & Decentralization

UNIT: III. LEGISLATIVE CONTROL OVER ADMINISTRATION

UNIT: IV. EXECUTIVE CONTROL OVER ADMINISTRATION

UNIT: V. JUDICIAL CONTROL OVER ADMINISTRATION

Reading List

D. Rosenbloom, R. Kravchuk, and R. Clerkin, (2009) *Public Administration: Understanding Management, Politics and Law in Public Sector*, 7th edition, New Delhi: McGraw Hill

M. Bhattacharya, (2008) *New Horizons of Public Administration*, 5th Revised Edition, New Delhi: Jawahar Publishers

Shafritz, J. and Hyde, A. (eds.) *Classics of Public Administration*, 4th Edition, Forth Worth: Hartcourt Brace, 1997

N. Henry, *Public Administration and Public Affairs*, 12th edition, New Jersey: Pearson, 2013

Rumki Basu, *Public Administration: Concepts and Theories* Sterling Publishers, New Delhi 2014

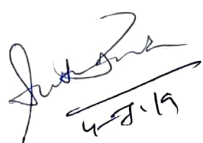
B. Chakrabarty, And M. Bhattacharya, (eds.), *Public Administration: A Reader*, New Delhi: Oxford University Press, 2003

Manoj Sinha, (2010), *Prasashan Evm Lokniti*, New Deli: Orient Blackswan.

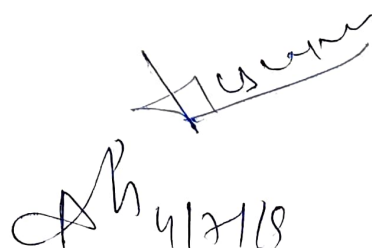
Sahni, P. & Vayunandan, E. (2010) *Administrative Theory*, New Delhi: Prentice Hall of India.

Sapru, R.K. (2013). *Administrative Theories and Management Thought* (Third Edition), Delhi: Prentice Hall of India

S. Maheshwari, *Administrative Thinkers*, New Delhi: Macmillan, 2009


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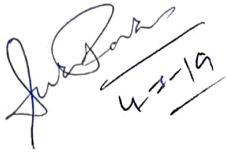
Fredrickson and Smith, 'Decision Theory'. in *The Public Administration Theory Primer*. Cambridge: Westview Press, 2003.

A. Singh. *Public Administration: Roots and Wings*. New Delhi: Galgotia Publishing Company. 2002

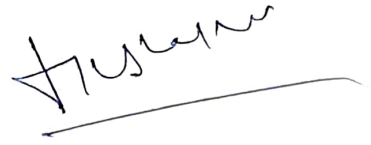
F. Riggs. *The Ecology of Public Administration, Part 3*, New Delhi: Asia Publishing House, 1961

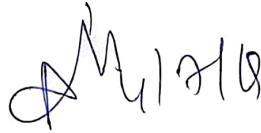
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B. Chakrabarty. *Reinventing Public Administration: The India Experience*. New Delhi: Orient Longman. 2007


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Objective: The paper seeks to provide an introduction to the interface between public policy and administration in India. The essence of public policy lies in its effectiveness in translating the governing philosophy into programs and policies and making it a part of the community living. It deals with issues of decentralization, financial management, citizens and administration and social welfare from a non-western perspective.

UNIT: I. PUBLIC POLICY

Meaning, Definition, Characteristics and Significance

UNIT: II. PUBLIC POLICY FORMULATION

UNIT: III. PUBLIC POLICY IMPLEMENTATION

UNIT: IV. PUBLIC POLICY AND SOCIAL WELFARE

- . Meaning of Social Welfare
- . Relationship between Public Policy and Social Welfare

UNIT: V. CASE STUDIES OF PUBLIC POLICY

- . Right to Information
- . Employment: MNREGA

Reading List

T. Dye, (1984) *Understanding Public Policy*, 5th Edition. U.S.A: Prentice Hall

M. Howlett, M. Ramesh, and A. Perl, (2009), *Studying Public Policy: Policy Cycles and Policy subsystems*, 3rd edition, Oxford: Oxford University Press

T. Dye. (2002) *Understanding Public Policy*, New Delhi: Pearson

Y. Dror, (1989) *Public Policy Making Reexamined*. Oxford: Transaction Publication

N.G.Jayal. *Democracy and The State: Welfare, Secular and Development in Contemporary India*, Oxford : Oxford University Press, 1999

Noorjahan Bava. *Development Policies and Administration in India*, Delhi: Uppal Publishers. 2001

Singh, S. and Sharma, P. (eds.) *Decentralization: Institutions and Politics in Rural India*. New Delhi: Oxford University Press, 2007. Jugal Kishore, *National Health Programs of India: National Policies and Legislations*. Century Publications, 2005


K. Lee and Mills. *The Economic Of Health In Developing Countries*, Oxford: Oxford University Press, 1983

K. Vijaya Kumar. *Right to Education Act 2009: Its Implementation as to Social Development in India*, Delhi: Akansha Publishers, 2012.

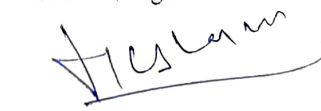
Marma Mukhopadhyay and Madhu Parhar (ed.) *Education in India: Dynamics of Development*, Delhi: Shipra Publications, 2007

Nalini Juneja. *Primary Education for All in the City of Mumbai: The Challenge Set By Local Actors'*, International Institute For Educational Planning, UNESCO: Paris, 2001

Surendra Munshi and Biju Paul Abraham [eds.] *Good Governance, Democratic Societies and Globalization*, Sage Publishers, 2004


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Evaluation criteria:

Marks distribution for **theory based SEC** will be as follows: Total 100 marks

Continuous Internal Assessment (CIA): 30 marks

End Semester Examination (ESE): 70 marks

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