

## COURSE OUTLINE FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM)

### SEMESTER I & II

#### DISCIPLINE SPECIFIC CORE COURSES

Name of the Programme : M.A. Public Administration


Title of the Course : Administrative Theory

Course Code : PAD-500

Number of Credits : 4

Effective from AY : 2022-2023

<b>Pre-requisites for the Course:</b>	Nil	
<b>Course Objective:</b>	This course will introduce students to basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and developments in the field of Public Administration and theories of organization.	
<b>Content:</b>	<b>Module 1:</b> Meaning, Nature and Scope of Public Administration; Evolution of the discipline and its present status in developed and developing countries; New Public Administration; New Public Management; Principal-Agent Theory Concept: New Public Service; Critical Theory	<b>15 hours</b>
	<b>Module 2:</b> Organization: Meaning; Types: Formal and Informal Organizations; Hierarchy; Unity of Command; Span of Control; Centralization; Decentralization; The Chief Executive: Types, Functions and Role	<b>15 hours</b>
	<b>Module 3:</b> Line and Staff Agencies; Headquarter and Field Relationships; Concept, Process and Barriers in Communication, Supervision and Coordination	<b>15 hours</b>
	<b>Module 4:</b> Accountability of Administration: Legislative, Executive and Judicial; Citizen and Administration Interface: Concept and Philosophy; Citizen Charter; Administrative Reforms: Concept and Philosophy; Good Governance: Concept, Application and Rationale	<b>15 hours</b>
<b>Pedagogy:</b>	Lectures, special talks/lectures from experts as well as practitioners will be organized to establish links between theory and practice and develop the student's critical skills.	
<b>References</b>	<ol style="list-style-type: none"> <li>1. Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated.</li> <li>2. Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.</li> <li>3. Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers.</li> <li>4. Bhattacharya, M. (2000). Public Administration. Calcutta: World Press.</li> <li>5. Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers.</li> </ol>	

	<ol style="list-style-type: none"> <li>6. Denhardt, Robert B. &amp; Denhardt, Janet V. (2000). The New Public Service: Serving Rather than Steering. Public Administration Review. 60(6): 549-559</li> <li>7. Drucker, P. F. (1999). Management: Tasks, Responsibilities, Practices. Bombay: Allied Publishers.</li> <li>8. Etzioni, A. (1995). Modern Organizations. New Delhi: Prentice Hall.</li> <li>9. Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan.</li> <li>10. Government of India Second Administrative Reforms Commission. (2008). First Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi</li> <li>11. Henry, N. (2012). Public Administration and Public Affairs (12th ed.). New Jersey: Prentice Hall.</li> <li>12. Hersey, P., &amp; Blanchard, K. H. (2007). Management of Organisational Behaviour (5th ed.). New Delhi.</li> <li>13. Nigro, F. A., &amp; Nigro, C. (1989). Modern Public Administration (7th ed.). New York: Lloyd Harper and Row.</li> <li>14. Osborne, D., &amp; Gaebler, T. (1993). Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. New York: Addison Wesley.</li> <li>15. Polinaidu, S. (2014). Public Administration. New Delhi: Galgotia Publications</li> <li>16. Robinson, Mark (2015). From Old Public Administration to the New Public Service – Implication for Public Sector Reform in Developing Countries. Singapore: UNDP Global Centre for Public Service Excellence</li> <li>17. Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.</li> </ol>
<b>Course Outcomes</b>	<p>At the end of the course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the meaning, significance and scope of public administration and its evolution.</li> <li>2. Understand the basic principles of public and private Organizations.</li> <li>3. Analyze the techniques of management and administrative behavior.</li> <li>4. Interpret the cumulative role and formal and informal systems of organization.</li> </ol>

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