

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

SUBJECT CODE	CATEGORY	SUBJECT NAME	L	T	P	CREDIT	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
<b>BAHNPUBAD201</b>	<b>SOC. SC., ARTS&amp; HUM</b>	<b>Theories of Public Administration</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>60</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

### Course Objectives

- Understand the meaning of the concept of developmental administration.
- To evaluate the nature and purpose of developmental administration.
- Understand the various facets and elements of developmental administration

### Course Outcomes

- Understand the meaning of the concept of developmental model.
- Understand how the concept of developmental stage is being theorized by policy makers

### COURSE CONTENTS:

#### UNIT I

##### ADMINISTRATIVE THEORY:

- Significance and importance of theory.
- Evolution and emerging trends in administrative theory oriental thought : kauntilya and sun tzu
- Politics and administration dichotomy : Woodrow Wilson and F J Good Know

#### 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

**Chairperson**  
**Board of Studies**  
SVVV

**Chairperson**  
**Faculty of Studies**  
SVVV

**Controller of Examination**  
SVVV

**Registrar**  
SVVV

**Vice Chancellor**  
SVVV

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

### UNIT III

#### HUMAN RELATIONS AND BEHAVIORAL APPROACHES

- Human relation approach : Elton mayo
- Behavioral approach : Herbert a Simon
- Socio psychological approach Abraham Maslow mc Gregor rensis likert victor vroom

### UNIT IV

#### ORGANISATIONAL HUMANISM

- Frederick Herzberg : Hygiene and Motivational ; Factors
- Chris Argyris integrating and the organization

### UNIT V

#### SOCIAL SYSTEM THOUGHT:

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

#### Suggested Readings:

- Avasthi and Maheshwari: Public Administration.
- Laxmi Narain Aggarwal, Agra, 1988.
- Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005.
- M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice,
- Kitab Mahal, Allahabad, 1988.
- J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
- Mohit Bhattacharya: Public Administration, Calcutta: World Press (2nd Ed.) 1991.

**Chairperson**  
**Board of Studies**  
SVVV

**Chairperson**  
**Faculty of Studies**  
SVVV

**Controller of Examination**  
SVVV

**Registrar**  
SVVV

**Vice Chancellor**  
SVVV

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

SUBJECT CODE	CATEGORY	SUBJECT NAME	L	T	P	CREDIT	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
BAHNPUBAD202	SOC. SC., ARTS & HUM	State And District Administration	5	-	-	5	60	20	20	-	-

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;  
 \*Teacher’s Assessment shall be based on following components: Quiz/Assignment/Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objectives (CEOs)

- Understand the constitutional design of state structures and institutions, and their actual working over time.

### Course Outcomes (COs):

- Study the state institutions in their mutual interaction, and in interaction with the larger extra-constitutional environment.

### 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  
(a) Secretariat and directorates (b) Local governance and district Administration

#### UNIT II:

- State govt and administration ; state legislature , state Judiciary , governor , chief Minister and council of ministers organization of state secretariat and its working.
- Role of chief secretary office of divisional commissioner and functions of divisional commissioner

**Chairperson**  
**Board of Studies**  
 SVVV

**Chairperson**  
**Faculty of Studies**  
 SVVV

**Controller of Examination**  
 SVVV

**Registrar**  
 SVVV

**Vice Chancellor**  
 SVVV

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

### 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 and integrity in govt.
- E-governance
- Values and ethics in administration

### UNIT V:

- Control over administration
  1. Redressal of citizen grievances; transparency accountability right to information act
  2. Administrative accountability; legislative and judicial control.

### Suggested reading

- Avasthi A (1980) Central Administration. New Delhi tata Mcgraw Hill
- Chanda Ashok (1967) indian Administration london allen and Unwinn.
- Jain. R.b (1976). Contemporary Issues in Indian Administration . New delhi: Vishal Publications
- Johari , J C (1977). Indian Government and Politics. Delhi: Vishal Publications:
- Khera,S.S (1975). The central Executive. New delhi: Orient Longmanb.
- Misra B.B, (1970) the Administrative history Of India. London: Oxford university Press.

**Chairperson**  
**Board of Studies**  
SVVV

**Chairperson**  
**Faculty of Studies**  
SVVV

**Controller of Examination**  
SVVV

**Registrar**  
SVVV

**Vice Chancellor**  
SVVV

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

SUBJECT CODE	CATEGORY	SUBJECT NAME	L	T	P	CREDIT	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University	Teachers Assessment*
BAHNPUBAD203	SOC. SC., ARTS & HUM	Personnel Administration	5	-	-	5	60	20	20	-	-

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;  
 \*Teacher’s Assessment shall be based on following components: Quiz/Assignment/Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Objectives (CEOs):**

- Understand the constitutional design of state structures and institutions, and their actual working over time.

**Course Outcomes (COs):**

- Study the state institutions in their mutual interaction, and in interaction with the larger extra-constitutional environment

**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 personnel system with reference to service conditions and conduct rules, disciplinary actions, removal and appeals.

**UNIT IV**

Chairperson  
Board of Studies  
SVVV

Chairperson  
Faculty of Studies  
SVVV

Controller of Examination  
SVVV

Registrar  
SVVV

Vice Chancellor  
SVVV

# **Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore**

## **B.A. Honors Public Administration**

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:**

- Dey, Bata K (1989). Civil Service Training and career management in India in training public administration. The changing perspective. IIPA, New Delhi.
- Nigro (1963). Public personnel Administration, Holt: New York
- Coel, S.T (1984). Public Personnel Administration. Sterling Public , New Delhi
- Hondy,wayne r. And Noe Robert M (1987). Personnel: The management of humoon resource, Allyn and bacon Inc: Boston.
- Maheshwari, S.R 1989. Indian Administration. Orient longman, New Delhi.

**Chairperson**  
**Board of Studies**  
**SVVV**

**Chairperson**  
**Faculty of Studies**  
**SVVV**

**Controller of Examination**  
**SVVV**

**Registrar**  
**SVVV**

**Vice Chancellor**  
**SVVV**