

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A PASS COURSE PUBLIC ADMINISTRATION

SUBJECT CODE	Category	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL			Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teacher's Assessment*					
BAHNPUBAD 201	SOC. SC., ARTS & HUM	Theories of Public Administration	60	20	20	0	0	5	0	0	5	

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

Course Educational Objectives (CEOs): The students will be able to:

- 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 (COs): The students should be able to:

- Understand the meaning of the concept of developmental model
- Understand how the concept of developmental stage is being theorised by policy makers
- Know of the relevance of the contemporary development and its discourse of its developmental and administration purpose and state.

COURSE CONTENTS:

UNIT I ADMINISTRATIVE THEORY.

- A) Significance and importance of theory.
- B) Evolution and emerging trends in administrative theory
- C) oriental thought : kauntilya and sun tzu
- D) politics and administration dichotomy : Woodrow Wilson and F J Good Know

UNIT II

CLASSICAL THEORIES

- E) Classical approach Henry Fayol Luther Gulick and Lyndall Urwick
- F) Scientific management approach F.W. Taylor.
- G) Bureaucratic approach Max Weber and Karl Marx

UNIT III

HUMAN RELATIONS AND BEHAVIORAL APPROACHES

- A) Human relation approach : Elton Mayo
- B) Behavioral approach : Herbert A. Simon
- C) Socio psychological approach Abraham Maslow, McGregor, Lickert, Vroom

UNIT IV

ORGANISATIONAL HUMANISM

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

UNIT V

SOCIAL SYSTEM THOUGHT:

- A) MARY PARKER FOLLETT : CONSTRUCTIVE CONFLICT AND LEADERSHIP
- B) CHESTER BERNARD – FORMAL AND INFORMAL ORGANISATIONS AND FUNCTIONS OF EXECUTIVE
- C) ECOLOGICAL APPROACH : RIGGS

Suggested Readings:

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

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BAHNPUBAD 202	SOC. SC., ARTS & HUM	State And District Administration	60	20	20	-		5	-	-	5

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 Educational Objectives (CEOs): The students will be able to:

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

Course Outcomes (COs): The students should be able to:

- 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

(a) Administrative History of Madhya pradesh (B) 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 organisation of state secretariat and its working. Role of chief secretary office of divisional commissioner role and functions of divisional commissioner

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 organisation of working of police at state and district levels

UNIT IV :

Technology and integrity in govt (A) E government (B) values and ethics in administration

UNIT V :

Control over administration (A) redressal of citizen grievances ; transparency accountability right to information act (b) 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 Unwin.
- 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.

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BAHNPUBAD 203	SOC. SC., ARTS& HUM	Personnel Administration	60	20	20	-		5	-	-	5

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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

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

UNIT V

- a) Redressal of Employee Grievances
- b) Right Sizing, Outsourcing And Consultancies
- c) 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.
- A. 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.