

Public Administration
Syllabus for SYBA
80:20 Pattern to be implemented from 2009-10

General Courses

Paper No	Paper Title
PA – G II:	Theory of Public Administration

Special Courses

PA – S I	Administrative Thinkers
PA – S II	Institutions and Issues in Indian Administration

Theory of Public Administration

PA – G II

Objectives:

1. To introduce the students to the discipline of Public Administration;
2. To acquaint them with the principles and types of administration.

Section – I

	Lectures Assigned
Topic (1) Introduction to Public Administration	12
a. Meaning, Nature and scope of Public administration.	
b. Significance of Public – administration.	
c. Public and Private administration.	
Topic (2) Approaches to the study of Public- administration	12
a. Traditional – approaches.	
b. Modern – approaches.	
Topic (3) – Principles of organization	12
a. Hierarchy- Span of control.	
b. Decision Making- Communication.	
c. Co-ordination – Leadership.	
Topic (4) – Structure of Organization	12
a. Chief Executive – Types and functions	
b. Department – Bases of departmentalization.	
c. Line and Staff agencies.	

Section – II

Topic (5) - Personnel Administration	12
a. Bureaucracy – Meaning and Importance.	
b. Recruitment and Training Benefits.	
c. Promotion and Retirement Benefits.	
Topic (6) - Financial- Administration	12
a. Meaning and Importance	
b. Budget: Types of Budget	
c. Budgetary Process.	
Topic (7) Accountability and Control	12
a. Concept of Accountability and control	
b. Types of control over Public-administration: Legislative, executive and Judicial.	
Topic (8) Judicial- Administration	12
a. Structure and Role of Judicial System	
b. Administrative Tribunals in India.	
c. New Initiatives: Fast Track Courts, Family Courts and Lok Nyayalay	

Readings.

1. डॉ. पारस बोरा व डॉ. शाम शिरसाठ — जे. प्रशासन शास्त्र ज्ञान समिधा पब्लिसिंग वर्ल्ड
2. प्रा. एन.आर. ईनामदार — लोकप्रशासन — रामचंद्र दास्ताने आणि कं. पुणे.
3. डॉ. बी.एल. फाडीया — भारत में लोकप्रशासन
साहित्यभवन पब्लिकेशन आग्रा २०००
4. डॉ. भुताळे व प्रा. वडवळे — लोकप्रशासन, सहयाद्री प्रकाशन नांदेड २००७

5. डॉ. शांताराम भोगले — लोकप्रशासनाचे सिध्दांत व कार्यपद्धती,
कैलास प्रकाशन, औरंगाबाद.
6. प्रा. बी.बी. पाटील — फडके प्रकाशन कोल्हापूर — १९९८.
7. A.R. Tyagi – Public Administration, Atmaram & sons. New Delhi. 1990.
8. Goel S.L. - Advanced Public Administration, Sterling, New Delhi – 1984.
9. Awasti & Maheswari – Public Administration, Laxminarayan Agarwal, Agra – 1997.
- 10.S R Maheshwari, Administrative Theories, Allied Publishers, New Delhi

Administrative – Thinkers

PA- S I

Objectives:

1. To acquaint the students with the main administrative ideas of major administrative thinkers;
2. To make the students aware of the contributions made by these thinkers to the administrative thinking.

SECTION - I

Topic (1) Kautilya (12)

- a. Principles of Administration.
- b. Machinery of Administration
- c. Administrative Corruption.

Topic (2) F.W. Taylor. (12)

- a. Concept and objectives of Scientific Management.
- b. Principles and Impact of Scientific Management.
- c. Critical Evaluation.

Topic (3) Woodrow Wilson (12)

- a. Views on Administration.
- b. Dichotomy between Administration and Politics

Topic (4) Max Weber

- a. Views on Authority, Organisation and Legitimacy
- b. Weberian Model of Bureaucracy

SECTION - II

Topic (5) Chester Barnard (12)

- a. Views on organization.
- b. Theory of Authority
- c. Functions of Executive.

Topic (6) Pandit Nehru (12)

- a. Views on Bureaucracy

- b. Decentralization
- c. Socialism and Administration.

Topic (7) Hebert Simon

(12)

- a. Views on Traditional Administration
- b. Views on Behaviouralism
- c. Decision Making Model

Topic (8) F.W. Riggs

(12)

- a. Ecological Approach
- b. Structural-Functional Approach
- c. Diffracted-Fused-Prismatic Society and SALA Model

Readings:

1. Sum-Sun Nisa Ali – Eminent Administrative Thinkers, Associated publishing House New Delhi-1984
2. S.R. Maheshwari - Administrative Thinkers, Macmillan India Ltd, Mumbai – 1998.
3. Ravindra Prasad & Others – Administrative Thinkers, Sterling Publishers, New Delhi, 1980. (Translated in Marathi by V Y Phadake, K'Sagar)
4. Mukhi H.R. Administrative Thinkers, SDB Publishers, New Delhi.
5. Mathur Navin - Management Gurus: Ideas & Insight, National Publishing House.
6. प्रा. लक्ष्मण कोतापल्ले – पाश्चिमात्य आणि भारतीय प्रशासकीय विचारवंतए निर्मल प्रकाशन नांदेड.
7. डॉ. शाम सिरसाठ व – प्रशासकीय विचारवंत – ज्ञानसंमिधा पब्लिशींग
8. भगवानसिंग बैनाडे व – वर्ल्ड औरंगाबाद २००३.
9. जोशी व पारीक – प्रशासकीय विचारक रावत पब्लिकेशन, जयपूर २००५
10. डॉ. नाईक नंदकुमार – प्रशासकीय विचारवंत, विद्याबुक्स पब्लिशर्स, औरंगाबाद, १९९९.

Institutions and Issues - In Indian Administration

PA – S II

Objectives:

1. To introduce the students to the structure of Indian Administration
2. To make students aware of the various issues related to the institutional behaviour of Indian Administration
3. To acquaint the students with the concept of governance and its increasing significance in the era of globalisation

Section - I

Topic (1) Bureaucracy

(12)

- a. Civil- Services
All India services
Central Services
State- Services.
- b. Recruiting – Agencies (Structure and functions)
 - i. Union Public Service Commission.
 - ii. State Public service Commission.
- c. Training
 - i. Nature of Indian Training System
 - ii. Indian Institute of Public Administration, New Delhi, Lal Bhadur Shastri Academy of Administration, Dehradun, Administrative Staff College, Hyderabad

Topic (2) Public – finance

(12)

- a. Meaning and significance
- b. Budget
- c. Control over finance.
 - Ministry of finance
 - Committee on Public –undertaking.
 - Public Accounts committee.
 - Estimate committee.

Topic (3) Machinery for Planning

(12)

- a. Planning Commission of India.
- b. National Development Council.
- c. State Planning Commission.

Topic (4) Voluntary Agencies

(12)

- a. Meaning and Structure.
- b. Functions and importance
- c. Role of Voluntary organizations.

SECTION – II

- Topic (5) Governance** (12)
- Meaning
 - Significance
 - Devices.
- Topic (6) Law and order** (12)
- Department of Home affairs.
 - Central Reserve Police.
 - State Reserve Police.
- Topic (7) Welfare Administration** (12)
- Reservation Policy and social Justice.
 - Human Rights Commission.
 - National Commission for women.
- Topic (8) Recent Issues** (12)
- Relationship between Political and Permanent Executives.
 - Integrity in Administration - Lokpal and Lokayukta.
 - Liberalization, Privatization and Globalization

Readings : -

- फाडीया बी.एल.— भारत में लोकप्रशासन साहित्य भवन पब्लिकेशन २०००
- माहेश्वरी एस.आर. — भारतीय प्रशासन @Indian Administration
साधना कुलकर्णी (मराठी भाषांतर) Oriental Publication (Eng)
- डॉ. सुरेंद्र कटारिया — सामाजिक प्रशासन, RBSA publisher, Jaipur- 1997.
- प्रा. लक्ष्मण कोतापल्ले — सामाजिक प्रशासन, कल्पना प्रकाशन, नांदेड.
- Bhatnagar P.S. - Indian Administration – Issues and options”, Mangal Deep
Publication. Jaipur 2003
- Nassem Ahmad, Indian Public Administration, Anmol Publications, New Delhi, 2005.
- प्रा. वा.द. पाटील — विकासाचे प्रशासन विद्या प्रकाशन रूईकर रोड नागपूर