

BA.LL.B (HONS.) – IV SEMESTER

PUBLIC ADMINISTRATION

COURSE CODE:

Course Objective: The main objective of this Course is to know the nature and role of Public Administration in the changing socio-economic and political context. It is important to know the dynamics of public administration in the global context of administrative developments.

Course Outcomes:

1. To understand the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration
3. To Understand public administration theory and concepts from multiple perspectives
4. To acquaint with the functioning of the administration, at central, state and local levels and the responses of these systems in addressing the concerns of the people
5. To Understand the interface of theory and practice in Public Administration

UNIT-I: Introduction to public administration: Meaning, scope and significance of Public Administration, Wilson's vision of Public Administration, Evolution of the discipline and its present status. New Public Administration, Public Choice approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.

UNIT-II: Administrative Thought: Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor)

UNIT-III: Administrative Behaviour: Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern

UNIT-IV: Organisations, Accountability and Control: Theories systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies; Boards and Commissions; Ad hoc, and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public-Private Partnerships; Concepts of accountability and control; Legislative, Executive and judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.

UNIT-V: Techniques of Administrative Improvement: Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

References:

1. A. Avasthti and S.R. Maheshwari, Public Administration. Lakshmi Narain Agarwal (2013)
2. Rumki Basu, Public Administration Concepts and Theories, Sterling Publications Private Limited; 5th edition (2019)

3. Bidyut Chakrabarty, Prakash Chand Kandpal, Public Administration in a Globalizing World: Theories and Practices, Sage Publications, 2012