

Core X

Public Administration

Course Objectives:

This course aims at familiarizing the learners with the foundation of Public Administration as a discipline and identifying its core concepts and theories. In addition to a conceptual understanding of public administration, this course will enable the learners to analyze various administrative theories and identify the key principles of organization. Highlighting the advantages and disadvantages of these principles may help the learners to contextualize the administrative system in the present system of governance and note the changes in application of such principles in Indian administrative system. The learners will also be introduced to the concepts of Good Governance, New Public Management, and New Public Administration as the developments in the discipline to meet the changing demands of society. Through the study of traditional binaries- such as politics-administration dichotomy, public-private administration, along with the emerging issues of public-private partnership, the ideas of e-Governance, and changing role of state and market will enable the students to note the changes in objectives and processes of administration. Further, the students will have an understanding of the structure and processes of civil service system in India.

Expected Learning Outcomes:

The course will equip the students with theoretical understanding of the core principles of public administration as well as enable them in examining the practical functioning of the administrative system in India. The topics are divided into four units with each unit dealing with a unique aspect of the discipline of public administration.

Unit-I: The learners will be introduced to the origin and evolution of the discipline of public administration. This unit will discuss the debates over politics-administration dichotomy and help the learners identify the different characteristics of public and private administration. By noting the various interventions in the discipline, the learners will be able to reflect on the changing goals of administration through different periods.

Unit-II: This unit is designed to familiarize the learners with the core principles of organization and enable them to differentiate between different types of organization. The learners will be able to understand the significance of principles like hierarchy, unity of command, delegation, etc. while noting their advantages and disadvantages.

Unit-III: This unit will offer alternative models of organizational management through analysis of dominant organizational theories. An understanding of these theories will enable the learners to evaluate the effectiveness of current structural and procedural principles and deliberate on alternative solutions to meet the contemporary challenges.

Unit-IV: After going through this unit, the learners will have a basic understanding of the prevailing administrative system in India. By studying the recruitment and training procedures of civil servants, and steps to incorporate ethics in Indian administrative system, the learners will gain insights into the working of bureaucratic system in India. The learners will also be encouraged to deliberate on the emerging issues and challenges in governance in India.

Course Content:

Unit-I: Introduction to Public Administration

- a) Public Administration as a Discipline: Meaning, Nature & Scope, Evolution
- b) Politics-Administration Dichotomy, Public vs. Private Administration
- c) New Public Administration, New Public Management & Good Governance

Unit-II: Principles of Administration

- a) Organizations: Formal & Informal, Line and staff organizations
- b) Principles of Organization: Hierarchy, Span of Control, Unity of Command, Delegation, Decentralization, Coordination

Unit-III: Administrative Theories

- a) Administrative Management theory, Bureaucratic Theory
- b) Scientific Management Theory, Human Relations Theory

Unit-IV: Public Administration in India

- a) Bureaucracy: Structure & Processes; Recruitment, Training, Ethics in Administration
- b) Contemporary challenges & Perspectives: e-Governance, Public-Private Partnership, State vs Market Debate

Essential Readings:

- ✓ Arora, R.K., & Goyal, R. (1995). *Indian Public Administration*. New Age International.
- ✓ Avasthi, A., & Maheshwari, S. (2020). *Public Administration*. L.N. Agarwal Books.
- ✓ Basu, Rumki. (1990). *Introduction to public administration*. Sterling Publishers Private.
- ✓ Bhattacharya, Mohit. (2011). *New horizons of public administration*. Jawahar Publishers & Distributors.
- ✓ Chakrabarty, Bidyut & Chand, Prakash. (2020). *Public administration in a globalizing world: Theories and practices*. Sage Publications.

Additional Readings:

- ✓ Arora, Ramesh K. (Ed). (2004). *Public administration: Fresh perspectives*, Aalekh Publishers.
- ✓ Basu, Rumki (2019). *Public administration in the 21st century*. Taylor & Francis.
- ✓ Chakrabarty, B., & Bhattacharya, M. (2006). *Public administration: A reader*. Oxford University Press.
- ✓ Dunsire, A. (1999). *Then and Now Public Administration, 1953–1999*. *Political Studies*, 47(2), 360-378. <https://doi.org/10.1111/1467-9248.00205>
- ✓ Fadia B.L., & Fadia, Kuldeep (2009). *Public administration: Administrative Theories*. Sahitya Bhawan.
- ✓ Henry, N. (1975). *Paradigms of Public Administration*. *Public Administration Review*, 35(4), 378–386. <https://doi.org/10.2307/974540>
- ✓ Henry, Nicholas (2007). *Public administration and public affairs*. Pearson/Prentice Hall.
- ✓ Jayal, N.G., & Mehta, P.B. (2011). *The Oxford companion to politics in India*. Oxford University Press.
- ✓ Prasad, D.R., Prasad, V.S., & Satyanarāyaṇa, P. (1991). *Administrative thinkers*. Sterling Publishers Private Ltd.
- ✓ Singh, Hoshiar. (2005). *Expanding horizons of public administration*. Aalekh Publishers.

Internet Resources:

The internet resources include online articles and e-contents published on websites, blogs, e-Newspaper, online magazines, or scholarly journals, digital repositories, Audio- Visual contents.

1. egyankosh: <https://egyankosh.ac.in/handle/123456789/25205>
2. epgpathshala on Public Administration: Modules with e-Text, Self-Learning Material: <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=88V8C8jJgAPSNBjF8NZMRA==>
For Videos only:
<https://www.youtube.com/playlist?list=PLnl4bzqH5QqLj2Q1RIgmX66fJiLLVFE8H>
3. United Nations Public Administration Network (UNPAN) E-Learning Resources: <https://sdghelpdesk.unescap.org/e-learning>
4. Virtual Tutorial Project, Govt. of Odisha: Lecture Series on Public Administration <https://vtputkal.odisha.gov.in/subjectwise/introduction-to-public-administrationcore-06-2/>

Activities to do:

1. Carry out a community outreach programme to aware people about the Government's initiatives on e-Governance.
2. Make an assessment report on the performance/achievement of any scheme or project or organization working in public-private partnership.
3. Develop a set of Good Governance indicators, following international standards and make an assessment of your educational institution on its basis through feedback from employees and students.
4. Conduct a study on any government department or organization examining the applications of the principles of organizations. Discuss your findings with your class.