

# Syllabus of Political Science - III (Public Administration)

**B.A., LL.B. (Hons.), 05<sup>th</sup> Semester, 2022-23**

## Objective of the Study of Public Administration :

Public Administration is regarded as an instrument of change and is expected to accelerate the process of development. In our country, the government has undertaken the task of levelling down the economic inequalities, spreading education among all abolishing untouchability securing equality of status, rights of women and effective and all round economic and industrial development. The burden of carrying out these social changes in a planned and orderly way rests upon the Public Administration of the country. The success of Indian democracy will depend not only on the wisdom of the legislature but more on the capability and sense of purpose on the part of the Administration.

## Methodology of Teaching :

The effective method of teaching and learning is through dialogue process between teacher and the student. The student should be encouraged to think analytically the subject and should be in position to evaluate the subject critically. In order to develop all these things student should be encouraged to read original text books of reputed authors. Group discussion/seminar on the subject topics will also play a pivotal role in enriching the fertile mind of the students.

<b>Course Module</b>	<b>Topics</b>	<b>Proposed Lectures</b>
1.	<b>Basic Concept of Public Administration :</b> (i) Meaning, Nature and its Scope, (ii) New Public Administration, (iii) Public Administration and Private Administration, (iv) Concept of Good Governance.	<b>08</b>
2.	<b>Theories of Organization :</b> (i) Scientific Management Theory of Organization, (ii) Human Relations Theory of Organization, (iii) Bureaucratic Theory of Organization, (iv) The Formal Theory of Organization (Henri Fayol, Luther Gulick & Lyndall Urwick).	<b>10</b>
3.	<b>Principles of Organization :</b> (i) Hierarchy, (ii) Span of Control, (iii) Unity of Command and (iv) Centralization & Decentralization.	<b>06</b>
4.	Concept of Line, Staff and Auxiliary Agencies.	<b>04</b>
5.	<b>Personnel Public Administration :</b> Recruitment, Training and Promotion	<b>04</b>
6.	<b>Administrative Law :</b> (i) Delegated Legislation, (ii) Administrative Tribunal.	<b>08</b>
7.	<b>Control over Public Administration:</b> (i) Executive , (ii) Legislative, (iii) Judicial Control.	<b>06</b>
8.	Concept of Panchayati Raj in India and its Evolution.	<b>03</b>
9.	Ombudsman : Constitution and Functions of Lokpal and Lokayukta in India.	<b>04</b>
10.	<b>Corruption :</b> Causes and Remedies	<b>02</b>
<b>TOTAL</b>		<b>55</b>

## Suggested Readings :

1. Introduction to the Study of Public Administration by L. D. White
2. Administrative Thinkers by Prasad and Prasad
3. Public Administration in India by Prof. S. R. Maheshwari
4. Indian Public Administration: Institutions and Issues by Ramesh K. Arora
5. Public Administration Concepts and Theories by Rumki Basu
6. Indian Administration by B.L Fadia

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