PUBLIC ADMINISTRATION
SEMESTER I AND II

PROGRAM OBJECTIVES:
- Expose Learners to various theories and perspectives in Administration
- Provide a comprehensive knowledge of the basic concepts and importance of Public Administration.
- Understand policies and frameworks and the interface between Economy, Political and Social Administration, Management, Law and Sociology
- Develop the student's ability to understand and appreciate the importance of governance and understand the difference between Governance and Administration
- Develop in students an inclusive approach in Administration
- Develop the ability to comprehend and analyze the perspectives of Administration and public perception
- Develop students for responsible citizens
- Enable practical and experiential learning through mock administration in constructed context

PROGRAM LEARNING OUTCOMES
- Be equipped with necessary knowledge to understand the core mechanism of Public Administration
- Be able to interpret and apply Public Administration concepts, ideas, and notions on political processes and developments
- Demonstrate the ability to apply decision making, leadership and professional skills required for Public Administration
- Have a basic understanding of how to apply a critical perspective on the study of Politics and Administration
- Have a comprehensive understanding of objectives in policy matters
- Learn practically to understand the objectives behind policy frameworks and the process of implementation in mock context or through case studies
- Be prepared for a career in Public Administration in the Civil Services

JYOTI NIVAS COLLEGE AUTONOMOUS
SEMESTER I - DSC - 2
ADMINISTRATIVE THEORIES

NO OF HOURS: 45

COURSE OBJECTIVE:
This course is designed to develop a sound understanding of Administrative Theories and its impact on the field of Public Administration. The critical engagements with the theories of administration will allow the students to comprehend the multi-faceted working mechanism of Administration. This course will provide a comparative analysis of Indian Administrative ideas with that of the Western Idea of Administration.

LEARNING OUTCOMES:
At the end of the course the students shall understand -
* To gain knowledge about the elements, theories and principles of Public Administration as a discipline.
* To appraise and update about the developments taking place in the field of Administrative Theory.
* The inter connection between theory and functioning of administrative system.

UNIT – I   **15 HOURS**
Chapter 1 - Need, Uses and Possibilities of Public Administrative Theory
Chapter-2 Classical Indian Administrative Thinkers: Kautilya
Chapter-3 Modern Indian Administrative Thinkers: Gandhi; Rajagopalachari

UNIT – II   **15 HOURS**
Chapter-4 Scientific Management Theory
Chapter-5 Classical Theory
Chapter-6 Bureaucratic Theory

UNIT – III   **15 HOURS**
Chapter-7   Behavioral Approach, System Approach, Structural-Functional Approach
Chapter-8 Decision- Making Approach, Human Relation Approach
Chapter-9 Feminist Approach

EXERCISE:
1. Group Discussion on the topic of Need for theories in Public Administration (Indian Administrative Model can be compared with Middle Eastern Countries).
2. Students can submit an assignment on Kautilya's idea of Danda.
3. Students can visit a nearby factory or an industry and make an assessment report about the functionality of Scientific Management Theory.
4. Students can visit a Panchayath/ Municipality/ corporation and write a report on internal and external mechanisms influence on the working nature of an Institution (Internal means: various sub departments existing inside the Panchayath / Municipality/ corporation. External means: Other departments and external factors like social, economic, political factors of the society).
5. Students can write a unit test on why gender perspective necessary in administrative structure as well as its functioning.

SUGGESTED READINGS:
1. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana Ed, Administrative Thinkers, Sterling Publishers, New Delhi, 1998.
2. International Encyclopaedia of the Social Sciences, Vol.7.
3. Nicholas, Henry, Public Administration and Public Affairs, New Delhi, Prentice-Hall of India, 2007.
4. R.K. Sapru, Administrative Theories and Management Thought, Prentice Hall of India, New Delhi, 2006.
5. S.R. Maheswari, Administrative Thinkers, Macmillan, New Delhi, 2000.
6. Shumsunnisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi, 1998.
7. Denhardt, Robert B and Denhardt, Janet V, Public Administration: An Action Orientation (6th Edition). Thomson Wadsworth: Belmont CA, 2009.
8. Laxmikanth, M, Administrative Theory. McGraw Hill Education: New Delhi, 2017
9. A.L. Basham's foreword to Somanath's Kautilya and the Arthashastra, Marwah Publications, New Delhi, 1981.
10. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana Ed, Administrative Thinkers, Sterling Publishers, New Delhi, 1998.
11. Felton, Monica, I Meet Rajaji, Macmillan, London, 1962.
12. Gandhi, M.K., The Story of My Experiments with Truth, Phoenix Press, London, 1927.
13. Kautilya's Arthashastra, Book.VIII, Chapter.1.
14. Laxmikanth, M, Administrative Theory. McGraw Hill Education: New Delhi, 2017.
15. Maheshwari, S.R., Rural Development in India: A Public Policy Approach, Sage, New Delhi, 1995.
16. Rajagopalachari,C. and J.C. Kumarappa(eds). The Nation's Voice, Bhatta, Ahmedabad, 1932.
17. Shamasastry. R., Kautilya's Arthasatra, Weslevan Mission Press, Mysore, 1929, Book 1, Chapter-17.
18. Speeches of Rajagopalachari, Governor-General of India, Governor-General Press, New Delhi,1950.
19. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana Ed, Administrative Thinkers, Sterling Publishers, New Delhi, 1998.
20. Mouzelis, N P, Organization and Bureaucracy – An Analysis of Modern Theories, Routledge: London, 2009.
21. Nicholas, Henry, Public Administration and Public Affairs, New Delhi, Prentice-Hall of India, 2007.
22. R.K. Sapru, Administrative Theories and Management Thought, Princeton Hall of India, New Delhi, 2006.