# Public Administration

**Syllabus for SYBA**

80:20 Pattern to be implemented from 2009-10

## General Courses

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<tr>
<th>Paper No</th>
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<td>PA – G II:</td>
<td>Theory of Public Administration</td>
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## Special Courses

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<th>Paper No</th>
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<td>PA – S I</td>
<td>Administrative Thinkers</td>
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<td>PA – S II</td>
<td>Institutions and Issues in Indian Administration</td>
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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

<table>
<thead>
<tr>
<th>Topic (1) Introduction to Public Administration</th>
<th>Lectures Assigned</th>
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<tr>
<td>b. Significance of Public – administration.</td>
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<td>c. Public and Private administration.</td>
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<thead>
<tr>
<th>Topic (2) Approaches to the study of Public- administration</th>
<th>12</th>
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<tbody>
<tr>
<td>a. Traditional – approaches.</td>
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<td>b. Modern – approaches.</td>
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<th>Topic (3) – Principles of organization</th>
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<tr>
<td>a. Hierarchy- Span of control.</td>
<td></td>
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<tr>
<td>b. Decision Making- Communication.</td>
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<thead>
<tr>
<th>Topic (4) – Structure of Organization</th>
<th>12</th>
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</thead>
<tbody>
<tr>
<td>a. Chief Executive – Types and functions</td>
<td></td>
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<tr>
<td>b. Department – Bases of departmentalization.</td>
<td></td>
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<td>c. Line and Staff agencies.</td>
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Section – II

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<th>Topic (5) - Personnel Administration</th>
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<tr>
<td>b. Recruitment and Training Benefits.</td>
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<tr>
<td>c. Promotion and Retirement Benefits.</td>
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<table>
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<tr>
<th>Topic (6) - Financial- Administration</th>
<th>12</th>
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</thead>
<tbody>
<tr>
<td>a. Meaning and Importance</td>
<td></td>
</tr>
<tr>
<td>b. Budget: Types of Budget</td>
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</table>

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<thead>
<tr>
<th>Topic (7) Accountability and Control</th>
<th>12</th>
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<tbody>
<tr>
<td>a. Concept of Accountability and control</td>
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<tr>
<td>b. Types of control over Public-administration: Legislative, executive and Judicial.</td>
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<table>
<thead>
<tr>
<th>Topic (8) Judicial- Administration</th>
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<tbody>
<tr>
<td>a. Structure and Role of Judicial System</td>
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<tr>
<td>b. Administrative Tribunals in India.</td>
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</tr>
<tr>
<td>c. New Initiatives: Fast Track Courts, Family Courts and Lok Nyayalay</td>
<td></td>
</tr>
</tbody>
</table>

Readings.

1. डॉ. पारस बोरा व डॉ. शाम शिरसाठ – जे. प्रशासन शास्त्र ज्ञान समिती पब्लिकेंसिंग वर्ल्ड 2000
2. प्र. एन.आर. ईनामदार – लोकप्रशासन – रामचंद्र दास्ताने आणि कं. पुणे. 2000
3. डॉ. वी.एल. फाडीया – भारत में लोकप्रशासन साहित्यभावन पब्लिकेंसिंग आयोग 2000
4. डॉ. भुताणे व प्र. वडवणे – लोकप्रशासन, सहयोगी प्रकाशन नांदेड 2007
5. Dr. Shantaram Bhogal – Lokprakashnach सिद्धांत व कार्यपद्धती, कैलास प्रकाशन, औरंगाबाद.
6. प्र. श्री.बी. पादील – फडक प्रकाशन कोल्हापूर – १९९८.
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**

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

**Topic (8) F.W. Riggs**

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

**Readings:**

3. Ravindra Prasad & Others – Administrative Thinkers, Sterling Publishers, New Delhi, 1980. (Translated in Marathi by V Y Phadake, K’Sagar)
6. प्र. तळक्षण कोटाप्पले — पाशिचालकी आणि भारतीय प्रशासकीय विचारवत्ते निर्मित प्रकाशन नंदेड.
7. डॉ. शाम सिस्फाड व — प्रशासकीय विचारवत — ज्ञानसमिति पब्लिकेशन
8. भगवानसिंह बैनाड व — व्यावसायिक संस्थेवर विचारांत, वार्ड औरंगाबाद २००३.
9. जोशिव व पारीक — प्रशासकीय विचारवाद संचार पब्लिकेशन, जयपुर २००५.
10. डॉ. नाईक नंदकुमार — प्रशासकीय विचारवत, विद्यादुक्स पब्लिकेशन 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
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
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
a. Planning Commission of India.
c. State Planning Commission.

Topic (4) Voluntary Agencies
a. Meaning and Structure.
b. Functions and importance
c. Role of Voluntary organizations.
Topic (5) Governance
   a. Meaning
   b. Significance
   c. Devices.

Topic (6) Law and order
   a. Department of Home affairs.
   b. Central Reserve Police.
   c. State Reserve Police.

Topic (7) Welfare Administration
   a. Reservation Policy and social Justice.

Topic (8) Recent Issues
   a. Relationship between Political and Permanent Executives.
   b. Integrity in Administration - Lokpal and Lokayukta.
   c. Liberalization, Privatization and Globalization

Readings :

1. फादीया वी.एच.—भारत में लोकप्रशासन साहित्य भवन पब्लिकेशन २०००
2. महेशवरी एस.आर.—भारतीय प्रशासन @Indian Administration
   साधना कुलकर्णी (मराठी भाषात) Oriental Publication (Eng)
3. डॉ. सुरेंद्र काठरिया — सामाजिक प्रशासन, RBSA publisher, Jaipur- 1997.
4. प्र. लक्ष्मण कोतापल्ले — सामाजिक प्रशासन, कल्याण प्रकाशन, नांदेड.
   Publication. Jaipur 2003
7. प्र. वां.पारं—विकासावर प्रशासन विषय प्रकाशन रूढ़िकर रोड नागपुर