

## **Four Year Undergraduate Programme**

**Subject: Political Science**

**Semester: 3<sup>rd</sup> Semester**

**Course Name: POL 03-01: Perspectives on Public Administration (Core)**

**Existing Base Syllabus:**

**Course Level: 300**

**Theory Credit: 60**

**Practical Credit: 0**

**No. of Required Classes: 60**

**No. of Contact Classes: 60**

**No. of Non-Contact Classes: 0**

**Particulars of Course Designer:**

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### **Course Objectives:**

- The course seeks to provide an introduction to the discipline of Public Administration and its significance in contemporary times.
- The course aims to encompass Public Administration in its historical context with an emphasis on the various classical and contemporary administrative theories.
- The course intends to explore some of the recent trends including good governance, new public management, feminism, ecological conservation and how the call for greater democratization is restructuring public administration.
- The course attempts to provide the students a comprehensive understanding on contemporary administrative developments.

### **Course Outcomes:**

- Students will learn the basic concepts related to Public Administration and its significance

- Students will understand the major classical and contemporary administrative theories and approaches and a critical thinking on them.
- It will help students to understand importance of personnel administration in an administrative system and issues related to it including civil service neutrality and need, role and independence of Public Service Commission.
- Students will develop basic understanding on recent debates in public administration.

### **Unit-I: Public Administration as a Discipline**

- a. Meaning, Dimensions and Significance
- b. Public and Private Administration
- c. Evolution of Public Administration

### **Unit-II: Theoretical Perspectives**

- a. Scientific Management (Frederick Winslow Taylor)
- b. Administrative Management (Luther Gulick, Lyndall Urwick and Henri Fayol)
- c. Ideal-Type Bureaucracy (Max Weber)
- d. Human Relations Theory (George Elton Mayo)
- e. Ecological Approach (Fred Warren Riggs)

### **Unit-III: Personnel Administration**

- a. Recruitment-Training-Promotion
- b. Public Service Commission: Need, Role and Independence
- c. Neutrality in the Public Service

### **Unit -IV: Major Approaches in Public Administration**

- a. New Public Service Approach
- b. New Public Management
- c. Good Governance
- d. Feminist Perspective

## **Reading List:**

### **Unit-I**

- Basu, Rumki, *Public Administration: Concepts and Theories*, Sterling Publishers, New Delhi, 2014
- D. Rosenbloom, R. Kravchuk and R. Clerkin, (2009) *Public Administration: Understanding Management, Politics and Law in Public Sector*, 7<sup>th</sup> Edition, New Delhi: McGraw Hill, pp.1-40
- G. Alhson(1997): 'Public and Private Management', in Shafritz, J. and Hyde , A (eds) *Classics of Public Administration*, 4<sup>th</sup> Edition. Forth Worth: Hartcourt Brace. TX. PP 510-529
- M. Bhattacharya (2008) *New Horizons of Public Administration*, 5<sup>th</sup> Revised Edition. New Delhi: Jawahar Publishers, pp 37-44
- M. Bhattacharya , *Restructuring Public Administration: A New Look*, New Delhi: Jawahar Publishers, 2012
- M. Bhattacharya, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers, 2011
- N. Henry, *Public Administration and Public Affairs*, 12<sup>th</sup> Edition, New Jersey: Pearson, 2013
- Nicholas Henry, *Public Administration and Public Affairs*, Prentice Hall, 1999
- P. Dunleavy and C. Hood, 'From old Public Administration to New Public Management', *Public Money and Management*, VOL. XIV No 3, 1994
- W.Wilson (2004) 'The Study of Administration', in B. Chakravarty and M. Bhattacharya (eds), *Administrative Change and Innovation : a Reader*, New Delhi: Oxford University Press, pp.85-101.

### **Unit-II**

- A. Singh, *Public Administration: Roots and Wings*. New Delhi: Galgotia Publishing Company, 2002
- B. Miner, 'Elton Mayo and Hawthorne', in *Organisational Behaviour 3: Historical Origins and the Future*. New York: M.E. Sharpe, 2006
- D. Gvishiani, *Organisation and Management*, Moscow: Progress Publishers, 1972
- D. Gvishiani, *Organisation and Management*, Moscow: Progress Publishers, 1972

D. Ravindra Prasad, Y. Pardhasaradhi, V. S. Prasad and P. Satyrnarayana, [eds.], *Administrative Thinkers*, Sterling Publishers, 2010

E. J. Ferreira, A. W. Erasmus and D. Groenewald , *Administrative Management*, Juta Academics, 2010

F. Riggs, *Administration in Developing Countries: The Theory of Prismatic Society*. Boston: Houghton Mifflin, 1964

F. Taylor, 'Scientific Management', in J. Shafritz, and A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition. Belmont: Wadsworth, 2004

M. Weber, 'Bureaucracy', in C. Mills, and H. Gerth, *From Max Weber: Essays in Sociology*. Oxford: Oxford University Press, 1946

P. Mouzelis, 'The Ideal Type of Bureaucracy' in B. Chakrabarty, And M. Bhattacharya, (eds), *Public Administration: A Reader*, New Delhi: Oxford University Press, 2003

R. Arora, 'Riggs' Administrative Ecology' in B. Chakrabarty and M. Bhattacharya (eds), *Public Administration: A reader*, New Delhi, Oxford University Press, 2003

Warren. G.Bennis, *Beyond Bureaucracy*, Mc Graw Hill, 1973

### **Unit-III**

Appleby, H Paul, 'Public Administration in India', Report of a survey, Manager of a publication, Govt. of India, Delhi, 1953, p-12.

Article 319 of the Indian Constitution.

Articles 315 to 317 of the Indian Constitution.

Chopra, K. Rakesh, *Management of Human Resources*, V. K. Publishing House Barrelly, 1989, p-10, 20.

First Report of UPSC, 1951, P-9.

Gladden, *The Civil Service: Its Problems and Future*, p-88, 180.

Goel, S. L., *Personnel Administration and Management*: Sterling Publishers, New Delhi, 1993 (ed)  
p-7, 40, 105-111.

Journal of Public Administration, Vol-XXXI, 1153.

Jucious, M.J. *Personnel Management*, Richard Inco, Illinois, p-2.

Pfiffner, *Public Administration*, p-251.

Pigors, P, and Myres, C.A., *Personnel Administration*: McGraw Hill, Tokyo, 1961, p-1.

Rastogi, T. N. , *Personnel Management, Perspectives and Techniques*, Anand Publication Pvt. Ltd,  
New Delhi, 1995, p-46, 54, 137.

Refurbishing of Personnel Administration - Scaling New Heights.

Report of the Royal Commission on the Civil Services, 1929-31, pp, 6-69.

Tenth Reports of the Second Administrative Reforms Commission (Relevant Portions)

[https://darp.gov.in/sites/default/files/personnel\\_administration10.pdf](https://darp.gov.in/sites/default/files/personnel_administration10.pdf).

The Civil Services (Classification, Control and Appeal), Rules. Nos 38, 39, 42 and 44.

Tickner, E. J., *Modern Staff Training*, p-9.

#### **Unit-IV**

A. Gray, and B. Jenkins, 'From Public Administration to Public Management' in E. Otenyo and N. Lind, (eds.) *Comparative Public Administration: The Essential Readings*: Oxford University Press, 1997.

A. Leftwich, 'Governance in the State and the Politics of Development', in *Development and Change*. Vol. 25, 1994.

B. Chakrabarty, *Reinventing Public Administration: The India Experience*. New Delhi: Orient Longman, 2007.

Basu, Rumki, *Public Administration in the 21st Century: A Global South Perspective* , Taylor and Franchis, 2019.

C. Hood, 'A Public Management for All Seasons', in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth, 2004.

F. Riggs, *The Ecology of Public Administration, Part 3*, New Delhi: Asia Publishing House, 1961.

H. Frederickson, 'Toward a New Public Administration', in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth, 2004.

M. Bhattacharya, 'Chapter 2 and 4', in *Social Theory, Development Administration and Development Ethics*, New Delhi: Jawahar Publishers, 2006.

M. Bhattacharya, 'Contextualizing Governance and Development' in B. Chakrabarty and M. Bhattacharya, (eds.) *The Governance Discourse*. New Delhi: Oxford University Press, 1998.

M. Bhattacharya, *Public Administration: Issues and Perspectives*, New Delhi: Jawahar Publishers, 2012.

R. B. Denhart & J. V. Denhart [Arizona State University] "The New Public Service: Serving Rather Than Steering", in *Public Administration Review*, Volume 60, No-6, November-December 2000.

Singh, Shivani. (2016), *Governance: Issues and Challenges*, New Delhi, Sage Publications.

Stivers, Camilla, 'Feminist Theory of Public Administration' in *Defining Public Administration*, eBook ISBN-9780429501074, 2000.

U. Medury, *Public administration in the Globalisation Era*, New Delhi: Orient Black Swan, 2010.