

B. A. Programme Syllabus
Public Administration
Jamia Millia Islamia 2019

Course Structure

Semester 1 : Paper -I Public Administration: Concepts and Principles

Semester 2 : Paper -II Administrative Institutions in India

Semester 3 : Paper-III Administrative Theory

Semester 4 : Paper-IV Indian Administration: Structure and Functions

Semester 5 : Paper-V Comparative Public Administration

Semester 6 : Paper-VI Decentralization & Local Governance in India

B.A. Programme
1st Semester : Paper - I
Public Administration; Concepts and Principles

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

This course is an introduction to the discipline of Public Administration and traces its theoretical evolution from 1887 to its current concerns in the post globalized era. The relevance of classical organisational principles and structures in the modern era and the effectiveness of newer organizational forms to deal with the processes of change are examined. The importance of legislative and judicial controls, role of civil society and other grievance redressal mechanisms are highlighted.

Course Content

Unit-I : Introduction

- a. Meaning, Scope and Significance of Public Administration
- b. Public and private administration; politics/administration dichotomy
- c. Public Administration in the age of globalization

Unit-II : Nature of organizations

- a. Principles of Organization
- b. Structure & forms: Departments, Public Sector Undertakings, Boards and Commissions
- c. New Regulatory Authorities

Unit-III : Accountability and controls on administration

- a. Legislative, Executive & Judicial controls
- b. Role of civil society; media, interest groups and voluntary organizations
- c. Citizen Redressal Mechanisms: Public Service Guarantee Acts and Social Audit

Suggested Readings:

- Basu, Rumki. *Public Administration in the 21st century: A Global South Perspective*. New York and London: Routledge, 2019.
- _____ . *Public Administration, Concepts and Theories*. New Delhi: Sterling, 2018.
- Bevir, Mark. *Governance: A Very Short Introduction*. OUP, 2012.
- Bhattacharya, Mohit. *New Horizons of Public Administration*. New Delhi: Jawahar Publishers, 2012.
- _____ . *Restructuring Public Administration: Essays in Rehabilitation*. New Delhi: Jawahar, 2007.
- Chakravarty, Bidyut & Prakash Chand. *Public Administration in a Globalizing World*. New Delhi: Sage, 2018.
- _____ , & Mohit Bhattacharya. *Public Administration: A Reader*. New Delhi: OUP, 2005.
- Nicholas, Henri. *Public Administration and Public Affairs*. New Jersey: Pearson, 2013.
- Medury, Uma. *Public Administration in the Globalization Era: The New Public Management Perspective*. New Delhi: Orient Blackswan, 2010.
- Peters, B. Guy. *The Next Public Administration: Debates & Dilemmas*. Sage, 2018.
- Sahni, Pardeep & Etakula Vayunandan, *Administrative Theory*, New Delhi PHI, 2010.
- Sapru, R.K. *Administrative Theories and Management Thought*. New Delhi: PHI, 2013.
- Theodoulou, Stella Z. & Ravi K. Roy. *Public Administration: A Very Short Introduction*. OUP, 2016.

B.A. Programme
2nd Semester : Paper - II
Administrative Institutions in India

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

This course attempts to introduce the major constitutional and statutory administrative institutions in India. Their constitutional or legally mandated functions and changing role are examined. In the last segment of the course, new regulatory bodies of the post-globalised era are also discussed from the perspective of democratic accountability and controls.

Course Content

- Unit-I : Constitutional Bodies: Role and Significance**
- a. Role and importance of administrative institutions in democracy
 - b. Election Commission of India
 - c. Union Public Service Commission
- Unit-II : Centre State Relations: Changing dynamics**
- a. Finance Commission
 - b. Comptroller and Auditor General of India
 - c. Niti Aayog
- Unit-III : Democratic Context: Accountability and Control**
- a. Ethics in administration: Lokpal and Lokayuktas
 - b. Right to Information: Role of Central Information Commission
 - c. New Regulatory Bodies; SEBI, TRAI, IRDA

Suggested Readings

1. Ahmad, Naseem Indian Public Administration, New Delhi, Anmol Publication Pvt. Ltd., 2005
2. Arora Ramesh K. and Rajni Goyal Indian Administration: Institutions and Issues, New Delhi, New Age, 2019
3. Basu Rumki Indian Administration: Structure, Performance and Reform, New Delhi, Adroit Publishers, 2019
4. Chakravarty Bidyut & Prakash Chand Indian Administration : Evolution and Practice, New Delhi, Sage, 2016
5. Hasan, Zoya, E. Sridharan and R. Sudarshan (eds.) India's Living Constitution: Ideas, Practices, Controversies, New Delhi, Permanent Black, 2002
6. Kapur Devesh et al Public Institutions in India: Performance and Design, New Delhi, OUP, 2017
7. Sarkar, Siuli Public Administration in India, New Delhi, PHI Learning Pvt. Ltd., 2010
8. Sapru R. Indian Administration: A Foundation of Governance, New Delhi, Sage 2018

B.A. Programme
3rd Semester: Paper - III
Administrative Theory

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

This is a basic course designed to develop an understanding of the representative thinkers of the major schools of administrative theory beginning with the classical school to the major voices in public administration in the 21st century. Students are introduced to the various theories and approaches of public administration and the principal exponents of each school of thought.

Course Content

Unit-I : Public Administration: Approaches/Theories

- a. Evolution of the Discipline - 1887 to the present
- b. The classical approach: Weber, Taylor & Fayol
- c. Human Relations School: Elton Mayo

Unit-II : Other Theories

- a. Decision Making Theory: Herbert Simon
- b. Ecological Approach: F.W. Riggs
- c. Participative Management: Maslow, McGreor and Herzberg

Unit-III : Globalization and impacts

- a. Public choice approach, entrepreneurial government and concept of good governance
- b. New Public Management: Dimensions and Critique
- c. The New Public Service: The Denhardtian Paradigm

Suggested Readings:

- Chakravarty, Bidyut and Mohit Bhattacharya. *Public Administration: A Reader*. New Delhi: OUP, 2005.
- Denhardt, Janet and Robert. Denhardt: *The New Public Service: Serving not Steering*, Routledge, 2015.
- Goel, S.L. *Administrative and Management Thinkers: Relevance in New Millennium*. New Delhi: Deep & Deep, 2008.
- Maheshwari, S. *Administrative Thinkers*. New Delhi: Macmillan, 2009.
- Medury, Uma. *Public Administration in the Globalization Era: The New Public Management Perspective*. New Delhi: Orient Blackswan, 2010.
- Osborne, David and Ted Gaebler. *Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector*. Reading, 1993.
- Ostrom, Vincent. *The Intellectual Crisis in American Public Administration*. University of Alabama Press, 2008.
- Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana and Y. Pardhasaradhi (eds.). *Administrative Thinkers*. New Delhi: Sterling, 2010.
- Pugh, D.S. & D.J. Hickson. *Writers on Organizations*. Penguin, 2007.
- Sahni, Pardeep & Etakula Vayunandan, *Administrative Theory*, New Delhi PHI, 2010.
- Sapru, R.K. *Administrative Theories and Management Thought*. New Delhi: PHI, 2013.
- Sharma, Manoj. *Administrative Thinkers*. New Delhi: Anmol Publication, 2004.

B.A. Programme
4th Semester: Paper - IV
Indian Administration: Structure and Functions

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

The course deals with the historical and constitutional context of Indian Administration, the working of the Union, State and District governments and the problems of administration in modern India. It discusses the nature, functions, and contemporary challenges in the Centre, state and district administration. The last segment of the course deals with the problematic issues of public participation in administration, human rights violations and redressal of public grievances.

Course Content

Unit-I : Historical Context: Central Administration

- a. Continuity and change in Indian Administration after independence
- b. All India and Central Services: Recruitment, Training, Role of UPSC
- c. Departments, Public Sector Undertakings, Boards & Commissions

Unit-II : State and District Administration

- a. State Services and Public Service Commissions
- b. State Secretariat: Organisation and Functions
- c. District Collector : Changing Role

Unit-III : Citizen and Administration

- a. People's participation in administration: Problems and Issues
- b. Administration and Human rights: Role of NHRC
- c. Redressal of Public Grievances: Issues and Mechanisms

Suggested Readings

- Arora, Ramesh K. (ed.). *Public Administration in India: Tradition, Trends and Transformation*. New Delhi: Paragon, 2006.
- Arora, Ramesh K. and R. Goyal. *Indian Administration: Institutions and Issues*. New Delhi: New Age, 2016.
- Bakshi, P.M. *The Constitution of India*, Delhi. Universal Law Publishing Co., 2018.
- Barthwal, C.P. *Indian Administration Since Independence*. Lucknow: Bharat Publishers, 2003.
- Basu, Rumki. *Indian Administration: Structure, Performance and Reform*. New Delhi: Adroit Publishers, 2019.
- Chakravarty, Bidyut and Prakash Chand. *Indian Administration: Evolution and Practice*. New Delhi: Sage, 2016.
- Das, S.K. *The Civil Services in India*. New Delhi: OUP, 2013.
- Gupta, Bhuvanesh. *State Administration in India*. RBSA Publishers, 2012.
- Maheswari, S.R. *Indian Administration*. New Delhi: Orient Black Swan, Sixth Edition, 2001.
- Sapru, Radhakrishnan. *Indian Administration: A Foundation of Governance*, New Delhi: Sage: 2018.

B.A. Programme
5th Semester: Paper – V
Comparative Public Administration

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

This course introduces different approaches to the study of comparative administration and the contribution of two model builders – Max Weber and F.W Riggs in comparative studies. The administrative structure and functions of Britain, USA and China are introduced in the last segment of the course.

Course Content

Unit-I : Introduction

- a. Meaning, Nature and Scope
- b. Importance and Current Status
- c. Models and approaches

Unit-II : The Ecology of Administration

- a. Historical, political and sociological impacts
- b. Administrative Challenges in developed/developing countries
- c. Bureaucratic models of Weber and Riggs: Application in Comparative Studies

Unit-III : Administrative System: Comparative Features

- a. Britain
- b. USA
- c. China

Suggested Readings:

- Arora, Ramesh K. *Comparative Public Administration*. New Delhi: Associated Publishing House, 2008.
- Berman, Evan et al. *Public Administration in East Asia*, Francis & Taylor (China Chapter) Routledge, 2010.
- Dahiya, Sewa Singh and Ravindra Singh. *Comparative Public Administration*. New Delhi, Sterling, 2014.
- Heady, Ferrel. *Public Administration: A Comparative Perspective*, M Dekker, 1996.
- Rowat, Donald E. *Public Administration in Developed Democracies*, New York: Marcel Dekker, Inc., Latest Edition
- Sabharwal, Meghna & Evan M. Berman. *Public Administration in South Asia*. London: Francis & Taylor, 2013.
- Sharma, R.D. (Ed.). *Administrative Systems of Developing Countries*. New Delhi: Mittal, 1999.

B.A. Programme
6th Semester: Paper – VI
Decentralization & Local Governance in India

Internal Assessment - 25
End Semester Exam - 75
Total Marks - 100

Course Rationale

The paper introduces the fundamental principles of decentralization and institutions of local self governance. The structure and functions of Panchayati Raj Institutions and Urban Local Bodies after the 73rd and 74th Constitution Amendment Acts which constitutionally legitimised the third tier of governance in India are discussed. The course outlines the major issues and challenges rural and urban local bodies face today.

Course Content

- Unit-I : Contextual Dimensions of decentralization**
- a. Democratic decentralization and sustainable development
 - b. Constitutional context
 - c. Politico-Administrative dimensions
- Unit-II : Rural Local Governance in India: Structure & Functions**
- a. Evolution of local governance in India
 - b. Panchayati Raj: Structure & Functions
 - c. 73rd Constitutional Amendment: Impacts and problems
- Unit-III : Urban Local Government: Post 74th Amendment Phase**
- a. Structures and Powers
 - b. Finances
 - c. Urban governance: Current Problems & Issues

Suggested Readings:

- Ahluwalia, Isher Judge, Ravi Kanbur, and P. K. Mohanty (Eds.). *Urbanisation in India: Challenges, Opportunities and the Way Forward*. New Delhi: Sage 2014.
- Bardhan, P. and D. Mookherjee (Eds). *Decentralization and Local Governance in Developing Countries: A Comparative Perspective*. MIT Press, 2006.
- Jain, A.K. *Urban Planning and Governance*. Delhi: Bookwell, 2010.
- Jain, Jasbir S. and R.P. Joshi, *Panchayat Raj in India: Emerging Trends Across the States*. Delhi: Rawat Publication, 2002.
- Jain, L.C. *Decentralization and Local Governance*. Orient Black Swan, 2005.
- Jayal, Niraja Gopal, Amit Prakash and Pradeep K. Sharma. *Local Governance in India: Decentralization and Beyond*. Delhi: OUP, 2007.
- Kumar, Girish. *Local Democracy in India; Interpreting Decentralization*. New Delhi: IIPA, 2006.
- Maheshwari, S.R. *Local Government in India*. Lakshmi Narain Agarwal, 2014.
- Raghunandan, T.R. *Decentralization and Local Governments: The Indian Experience*. Orient Black Swan, 2012.
- Rao, P.S.N. *Urban Governance and Management: Indian Initiatives*. Delhi: Kanishka, 2006.