

**PUBLIC ADMINISTRATION**

<b>Course Code</b>	19HS5601E	<b>Year</b>	III	<b>Semester</b>	II
<b>Course Category:</b>	Open Elective	<b>Branch</b>	ME	<b>Course Type</b>	Theory
<b>Credits:</b>	3	<b>L – T – P</b>	3 – 0 – 0	<b>Prerequisites:</b>	Nil
<b>Continuous Evaluation:</b>	30	<b>Semester End Evaluation:</b>	70	<b>Total Marks:</b>	100

<b>Course Outcomes</b>		
Upon successful completion of the course, the student will be able to		Level
<b>CO1</b>	Describe the scope and significance of public administration	L2
<b>CO2</b>	Explain different administrative thoughts.	L2
<b>CO3</b>	Illustrate accountability and control over administration by different groups in society	L2
<b>CO4</b>	Explain the concepts of union and state government administration	L2
<b>CO5</b>	Summarize the administration process in civil services	L2

<b>CO'S /PO'S</b>	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	P011	P012	PSO1	PSO2
CO 1						2		3	3		1			2
CO 2						2		3	3		1			2
CO 3						2		3	3		1			2
CO 4						2		3	3		1			2
CO 5						2		3	3		1			2

## **PUBLIC ADMINISTRATION**

### **Module I**

**10 Hours**

Introduction: Meaning, scope and significance of public administration, evolution of the discipline and its present status, challenges of liberalization, privatization and globalization, good governance, electronic governance concepts and applications, New Public Management (NPM).

### **Module II**

**8 Hours**

Administrative Thought: Scientific management theory, classical theory, bureaucratic theory, human relations theory, system theory.

### **Module III**

**8 Hours**

Accountability and Control: Legislative, executive and judicial control over administration, role of media, interest groups, NGOs, civil society, Right to Information Act (RTI), social audit, citizen chapters.

### **Module IV**

**8 Hours**

Union and State Governments Administration: President, prime minister, council of ministers, cabinet, central and state secretariats, boards and commissions, governor, chief minister and council of ministers, centralstate relations, finance commission, Neeti ayog.

### **Module V**

**8 Hours**

Civil Services: Recruitment, training and other condition of services, district administration, role of collector, local self governing institutes-73rd and 74th constitutional amendments act.

### **Text Book(s)**

1. Avasti, Maheswari, Public Administration, 31/e, Lakshmi Narain Agarwal Books, India, 2014.
2. B. L. Fadia, Kuldeep Fadia, Indian Administration, 8/e, Sahitya Bhawan, India, 2014.

### **References**

1. Nicholas Henry, Public Administration and Public Affairs, 21/e, Prentice Hall of India, 2012.
2. D. Ravindra Prasad, V. Sivalinga Prasad, P. Satyanarayana, Administrative Thinkers, 2/e, Sterling Publishers, 1991.
3. D. D. Basu, Introduction to the Indian Constitution, 21/e, Lexis Nexis Butterworths, Wadhwa Nagpur, 2013.
4. Ramesh K. Arora, Rajni Goyal, Indian Public Administration, 3/e, New Age International Publishers, India, 1995