

II. MAJOR COURSE- MJ 5:**PUBLIC ADMINISTRATION****Marks: 25 (5 Attd. + 20 SIE: 1Hr) + 75 (ESE: 3Hrs) = 100****Pass Marks: Th (SIE + ESE) = 40****(Credits: Theory-04) Theory: 60 Lectures****Course Objectives:**

1. This course seeks to familiarize the students with meaning, key concepts, and schools of thought of Public Administration.
2. The module deals with the structure and functioning of the organization and seeks to develop an understanding amongst the students as to why do we study public administration and how to make the functioning of their working far more economic and efficient which are common goals of all the organizations.
3. Further, the dynamics of the functioning of organizations leads us to think about communication, motivation, leadership and conflict management in the organization.
4. This course will allow the students to understand and examine how different schools have responded to these questions and their limitations.

Course Learning Outcomes:

1. The students will be able to clearly distinguish between public administration and private administration.
2. They will be able to explain the journey of the discourse in public administration in the sense that how the old public administration view was contested by the idea of New Public Administration and subsequently the discourse moved beyond that and started talking about New Public Management and New Public Service.
3. Students will acquire knowledge about Theories of Scientific Management.
4. They will be able to explain the principles of organization and concepts of bureaucracy, recruitment, promotion, training, morale in Civil Services, leadership and conflict management in the organization and issues of corruption in public life.

Course Content**UNIT I**

1. Meaning, Nature, Scope and Development of Public Administration
2. Theory of Scientific Management- Taylor and Fayol

UNIT II

1. Principles of Organization: Hierarchy, Centralization Versus Decentralization, Span of control, Unity of Command
2. Bureaucracy: Concept, Characteristics and Demerits, Recruitment, Promotion, Training, and Morale in Civil Service.

UNIT III

1. Local Self Government: Urban and Rural Bodies

Reference Books:

1. A. Avasthi and S.N. Maheshwari - Public Administration
2. T.N. Chaturvedi - Contemporary Administration,
3. F.W. Taylor – The Principles of Scientific Management
4. B.L. Fadia and K. Fadia- Public Administration
5. M. Laxmikant- Public Administration
6. Mohit Bhattacharya- Public Administration
7. Ramesh K. Arora and Rajni Goyal- Indian Public Administration Institutions and Issues
8. Siuli Sarkar- Public Administration in India