

Government Degree College, Baramulla

Semester 3rd

MAJOR / MINOR COURSE

Subject: Public Administration

Title: Administrative Thought- II

Code: BPA22C301

Credit: Theory 04; Tutorial: 02

Contact Hours: 64 (Th) + 32(Tu)

***Course Objectives:** The course seeks to make students understand various important aspects of Administrative Thought other than the ones they studied in 2nd semester. The course introduces students to Socio-Psychological viewpoint of Administration and its major exponents. It also aims to study decision making process in detail. The Course also seeks to make students understand other important concepts in Administrative Behaviour which includes Communication and Leadership.*

Learning Outcome:

After completing the course students shall be able to

1. Understand the Contributions of Various thinkers in Socio-Psychological Approach
2. Understand the factors of Motivation in workers of various organisations
3. Comprehend the different premises of decision making in an organisation.
4. Combine theory & practice through Field visit.
5. Enhance their skills through Presentations & Debates.

THEORY (04 CEDITIS)

UNIT I: Decision Making with Special reference to Herbert Simon

16 Hours

- 1.1 Herbert Simon's Concept & Bases of decision making
- 1.2 Stages and types of decisions
- 1.3 Bounded Rationality Model
- 1.4 Critical Evaluation of Simon's Decision Making Model

UNIT II Socio-Psychological Approach I

16 Hours

- 2.1 Abraham Maslow Need Hierarchy Theory
- 2.2 Douglas McGregor- Theory X and Y
- 2.3 Fredrick Herzberg- Two-Factor theory
- 2.4 Chris Argyris : Maturity- Immaturity theory

UNIT III Socio-Psychological Approach II

16 Hours

- 3.1 Rensis Likert – Management Systems
- 3.2 Peter Drucker: Management by Objectives and Knowledge Society
- 3.3 Major Features of Social Psychological Approach
- 3.4 Critical Evaluation of Social Psychological Approach

UNIT IV Administrative Behaviour

16 Hours

- 4.2 Leadership-Concept and types.
- 4.2 Leadership Theories: Great man, Situational and Contingency
- 4.3 Communication: Formal and Informal
- 4.4 Communication Model: Shanon and Weaver

TUTORIALS: 2 CREDITS

Government Degree College, Baramulla

UNIT V Motivation and Leadership

16 Hours

- a. Visiting a Public Organization to analyze the factors of motivation in Workers.
- b. Survey on preferable style of leadership among students of College.

UNIT VI Communication

16 Hours

- a. Identification of various channels of communication in College.
- b. Debate on advantages and disadvantages of formal and informal communication.

Suggested Readings:

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi. .
- Ravindra Prasad, D. Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2013) Administrative Thinkers, Sterling, New Delhi
- Public Administration by S. Pollinaidu
- Public Administration, Concepts & Theories, RumkiBasu
- Administrative Theories & Management thought by RK Sapru
- Goel, S.L. Administrative and Management Thinkers: Relevance in New Millennium. New Delhi: Deep & Deep, 2008.
- Maheshwari, S. Administrative Thinkers. New Delhi: Macmillan, 2009.

Government Degree College, Baramulla

SEMESTER 1st

Multidisciplinary Course

Subject: Public Administration

Title: **Indian Administration**

Code: BPA22M102

Credit: Theory 03

Contact Hours: 48 (Th)

Course Description:

The Course is meant for students from different academic background and is expected to help them in basic understanding of Public Administration. It also attempts to introduce students to the processes governing Indian Administration & to some of its Issues & Challenges.

Learning Outcomes:

After Completion of this course students shall be able to

- (a). Appraise the Meaning & Significance of Public Administration*
- (b) Comprehend the Roles of important institutions of country & the challenges faced by them.*
- (c) Relate day to day activities carried out by Administration around them.*

UNIT: I Introduction to Public Administration

Contact Hours 16

- 1.1. Meaning, Nature, Scope & Significance of Public Administration
- 1.2. Evolution of Public Administration as a Discipline.
- 1.3. Principles of Administration.
- 1.4. Public Administration & Private Administration: Differences & Similarities

UNIT: II Indian Administration

Contact Hours 16

- 2.1 Features of Indian Constitution.
- 2.2 President, Prime Minister, Governor: Powers & Functions.
- 2.3 Cabinet Secretariat, Central Secretariat, Prime Minister's Office: Role & Functions
- 2.4 Civil Services in India

UNIT: III Issues In Indian Administration

Contact Hours 16

- 3.1 Minister-Civil Servant Relationship
- 3.2 Generalist & Specialists: Complementarity & Compatibility.
- 3.2 Local Self Government and Grassroots Level Democracy: Challenges and Issues
- 3.3 Corruption & Administration: Concepts of Lokpal and Lokayukta

Government Degree College, Baramulla

REFERENCES:

1. Avasthi&Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
2. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
3. BidyutChakravarthy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
4. Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
5. KuldeepMathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press
6. M.Sharma (2004), Indian Administration, Anmol Publishers.
7. Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
8. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
9. Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners.
10. Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
11. Ramesh K Arora, RajniGoyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
12. P.D. Sharma and B.M. Sharma (2009) Indian Administration: Retrospect and Prospect, Rawat Publications.