**SYBA**

**Paper III- Public Administration and Indian Administration**

**Syllabus: Semester-III & IV**

**With Effect from Academic Year 2017-18**

**Semester III- Public Administration**

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| **Module 1: Introduction to Public Administration** | **Explanatory Notes** |
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| * 1. Meaning, Scope and Significance
 | Definitions , Distinction between Public and Private Administration, Nature and Scope of Public Administration –Integral view, Managerial view, POSDCoRB view, Subject Matter viewRole and importance of Public Administration in Modern State |
| * 1. Evolution of Public Administration as a Discipline
 | Stages in the Evolution of Public Administration, New Public Administration |
| * 1. Public Administration in the Age of Liberalisation, Privatisation and Globalisation
 | New Public Management: Emergence and Features Public Choice Approach: Features and Critical evaluation |
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| **Module 2.** **Theories of Administration** |  |
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|  2.1. Scientific Management Theory- F.W. Taylor  | Taylor’s contribution |
|  2.2. Bureaucratic Theory- Max Weber | Characteristics,Views of Max Weber –Authority and Bureaucracy  |
|  2.3. Human Relations Theory- Elton Mayo | Hawthorne Studies and Elton Mayo’s contribution |
| **Module3**. **Basic Principles and Theories of Organisation** |  |
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| 3.1. Hierarchy, Delegation, Centralisation-Decentralisation | Hierarchy –Meaning, Advantages and Disadvantages |
|  | Delegation-Concept, Need for Delegation, Principles of Delegation, Limitations and Advantages  |
|  | Centralisation-Decentralisation :Concept, Advantages and Disadvantages |
|  3.2. Motivation Theories- McGregor, Mc Clelland | McGregor - Theory X and Theory Y McClelland – Theory of Needs |
|  3.3. Leadership Theories- Trait theory, Contingency theory | Characteristics of Trait Theories – Big Five-Integration of Traits, limitations, importance of Emotional IntelligenceContingency Theory –Fiedler’s Contingency model |
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| **Module 4. Contemporary Techniques and Practices in Administration** |  |
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|  4.1. Good Governance  | Concept, Characteristics, Challenges |
|  4.2. E-Governance | Meaning, SMART governance, benefits , E-governance initiatives in India |
|  4.3. Public-Private Partnership (PPP) | Concept, Modules of PPP, benefits and limitations |
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| **Semester IV- Indian Administration** |  |
| **Module 1.** **Introduction to Indian Administration** |  |
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| 1.1 Evolution and Constitutional Context | Constitutional provisions relating to Indian AdministrationBritish legacyContinuity and change |
| 1.2 Salient features | Features of Indian Administrative System |
| 1.3 District Administration since Independence: Changing role of District Collector | Organisation of District Administration, Powers, functions and role of District Collector |
| **Module 2.** **Personnel Administration** |  |
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|  2.1. Recruitment: All India Services, Central Services, State Services | Scheme of examination for higher civil services |
|  2.2. Public Service Commission: Union Public Service Commission and Maharashtra Public Service Commission  | Composition and functions |
|  2.3. Training: All India Services, Central Services, State Services (Maharashtra) | Institutionalised training for All India Services, Central Services, Lal Bahadur Shashtri National Academy of Administration, National Police Academy, Indian Institute of Public Administration, Administrative Staff College of IndiaState Services with respect to Maharashtra – New Training Policy of the Government of Maharashtra, YASHADA |
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| **Module3.** **Financial Administration** |  |
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|  3.1. Budgetary Process | Concept and significance of Budget, Formulation and Enactment  |
|  3.2. Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings | Composition and Functions |
|  3.3. Comptroller and Auditor General | Constitutional position, functions, role as an independent agency |
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| **Module 4.** **Contemporary Issues in Indian Administration** |  |
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| 4.1. Integrity in Administration: Lokpal, Lokyukta, CVC  | Meaning of Integrity, Causes of Corruption, Legal and Institutional Remedies Lokpal, Lokayukta ( w.r.t. Lok Pal and Lokayukta Act, 2014), CVC – Composition and Powers  |
| 4.2. Citizen and Administration | Role of Voluntary Agencies, Right to Information (RTI Act 2005) |
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| 4.3. Citizens’ Charter | Objectives, Principles and Models |