

UNIVERSITY OF KERALA
Core Course in POLITICAL SCIENCE
for the students of BA Degree Programme in Political Science under CBCSS
SYLLABUS

Semester: **5** Type of course: **Core**
 Course Code: **PS1541** Course Name: **PUBLIC ADMINISTRATION**
 Instruction Hours/Week: **5** Number of credits: **4**

Aim of the Course

The course is designed to inculcate a basic understanding of the fundamental principles of Public Administration.

Objectives of the course

1. To create awareness about the basic pillars of Public Administration like Organisation, Personnel Administration, Financial Administration.
2. To impart knowledge about Planning and its machinery.
3. To create awareness about Citizen's defender mechanisms.

MODULE I - INTRODUCTION

Nature, Scope and importance of Public Administration - Public Administration & Private Administration - Evolution and Growth of Public Administration - Approaches to the Study - Traditional - Institutional - Comparative and Ecological - New Public Administration.

MODULE II - (A) ORGANISATION: Principles of Organisation - Hierarchy, Span of Control - Unity of Command - Delegation - Co-ordination - Centralisation and Decentralisation.

(B) UNITS OF ORGANISATION - Chief Executive - Administrative Functions of CE, Line, Staff and Auxiliary agencies - Line Agencies - Department - Bases (4 p's) of Departmental Organisation - Public Corporation and Independent Regulatory Commission.

MODULE III - PERSONAL ADMINISTRATION

Human Resource Management - Its importance - Bureaucracy - Types – Merits and Evils of bureaucracy - Max Weber on Bureaucracy.
 Recruitment - Problems of recruitment - Methods of recruitment – Recruitment Agency (UPSC). Training - Kinds of Training and methods of Training.

MODULE IV - FINANCIAL ADMINISTRATIONS

Administration - Budgetary process in India - Preparation - Enactment and Execution of Budget - Role of Controller and Auditor General – Audit

MODULE V - Planning - Types planning - Planning Commission in India – NDC (National Development Council)

Development Administration - Meaning, Importance and Characteristics, Citizen's Defender - Lokayukta
 Right to Information.

BOOKS

1. Appleby, Paul. H., Policy and Administration, University of Alabama Press.
2. Aggarwal.U.C., (ed) Public Administration - Vision & Reality, IIPA Golden Jubilee Publication, Indian Institute of Public Administration New Delhi (2005).
3. Avasthi & Maheswari, Public Administration, Lakshmi Narayan Agarwal, Agra 3 (2007).
4. Basu, Rumki, Public Administration - Concepts and Theories, Sterling Publishers, New

- Delhi.
5. Hazary, Narayan, Development Administration A.P.H. Publishing Corporation, New Delhi (2005)
 6. Kingsley, Donald.J, Recruiting applications for the Public Service - A report submitted by the Committee on recruitment for the Public Service.
 7. Maheshari.S.R, Theories and concepts of Public Administration, Allied Publishers, New Delhi
 8. Marx, F.M, Elements of Public Administration, Prentice Hall of India, New Delhi
 9. Roy, Jayatilak Guha, Right to Information: Initiatives and Impact – Indian Institute of public Administration, New Delhi 2006.
 10. Singh.S.S, Shukla.K.S, LokaAyukta, A Socio-legal study, Indian Institute of Public Administration, New Delhi
 11. Sharma, M.P, Theory and Practice of Public Administration.
 12. Srivasthara K.S, Public Administration in India, APH Publishing Corporation, New Delhi (2007)

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