



Syllabus of
Public Administration (BDP)
B.A. (Hons.)
Course Code : EPA

NETAJI SUBHAS OPEN UNIVERSITY

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Public Administration (EPA)

Course Structure For the Bachelor's Degree Programme (BDP) in Public Administration :

1. Compulsory Subjects : Foundation Course
 - (a) Bengali (FBG) 4 Credits
 - (b) English (FEG) 4 Credits
 - (c) Humanities and Social Science (FHS) 8 Credits
 - (d) Science and Technology (FST) 8 Credits

24 Credits

2. Elective Subjects : Honours Course (EPA)
 - Paper I : Administrative Theory** 8 Credits
 - Paper II : Indian Government** 8 Credits
 - Paper III : Indian Thinkers** 8 Credits
 - Paper IV : Comparative and Development Administration** 8 Credits
 - Paper V : Personnel Administration** 8 Credits
 - Paper VI : Financial Administration** 8 Credits
 - Paper VII : Indian Administrative System** 8 Credits
 - Paper VIII : Local Government (Rural & Urban)** 8 Credits

64 Credits

3. Compulsory Subject : Application Oriented Course (Any one)
 - (a) Basic Accountancy (AOC-01)
 - (b) Food Processing (AOC-02) 8 Credits
 - (c) Household Chemistry (AOC-03)

4. Environmental Studies

4 Credits

Total Credits for the Course = (24 + 64 + 8 + 4) = 100 Credits or 1250 marks.

Evaluation System :

Internal assessment : 30%

Term-end Examination : 70%

Paper I : Administrative Theory

Module-1 :

Meaning, nature & scope of Public Administration ; Evolution of Public Administration ; Distinction between Public and Private Administration ; Relationship with other Social Sciences, e.g. Political Science, Economics, Sociology and History.

Module-2 :

Hierarchy ; Unity of Command and Span of Control ; Line & Staff ; Centralization & Decentralization ; Delegation.

Module-3 :

Policy & Decision making ; Communication ; Coordination ; Leadership.

Module-4 :

Motivation-Concept, Theories (Abraham Maslow, Herzberg, Douglas McGregor).

References :

- Mohit Bhattacharyya : New Horizons of Public Administration.
- Vroom Victor H. : Work and Motivation, Wiley Eastern.
- Dwivedi. R. S. : Human Relations and organisational Behaviour, Oxford IBM Publishing Co.
- S. R. Maheswari : Administrative Thinkers
- বুমকি বসু ও পঞ্চানন চট্টোপাধ্যায় : লোক প্রশাসন

Paper II : Indian Government

Module-1 :

Constitutional Developments before Independence : 1858-1909 ; Reforms Act and its aftermath till 1935 ; Government of India Act, 1935 itself ; Major developments (1935-1947) i.e. Crips Mission, Cabinet Mission, Wavel Plan, Nehru Report, Mountbatten Plan.

Module-2 :

Framing of New Constitution : A brief account of working of the Constitution Assembly ; Federalism ; Rights, Duties, Directive Principles of State Policy ; Amendments (limits to amendability of the Constitution).

Module-3 :

President/Prime Minister/Council of Ministers ; Governors/Chief Ministers/Council of Ministers ; State Legislatures.

Module-4 :

The Supreme Court—its composition & role ; Judicial Review ; The High Court—its composition & Role ; Subordinate Judiciary (Executive-Judicial separation).

References :

- Mohan, Krishna, Banerjee : Public Administration, Lakshmi Narayan Aggra, Agra.
 - B. R. Agarwala : Our Judiciary (NBT, 1993)
 - Bernard : Organisation and Management, 1948
 - Newman : Administrative Action, 1953
- Seekla and Hudson : Organisation and Management Theory and Practice, 1957
- S. L. Sikri : Indian Government and Politics
- Dhirendranath Sen : From Raj to Swaraj (1954)

Paper III : Indian Thinkers

Module-1 :

Kautilya ; Woodrow Wilson ; F. W. Taylor ; Henri Fayol ; Lyndall Urwick ; Luther Gulick.

Module-2 :

Rationalization and Authority ; Features of Bureaucracy ; Limits of Bureaucratic Rationality (Max Weber) ; Critique-liberal and radical.

Module-3 :

M. P. Follet : Chester Barnard ; Elton Mayo.

Module-4 :

Simon's critique of Classical Theory and concepts of Simon : bounded rationality, satisficing, programme and non-programme ; Fact value distinction ; Behaviour Alternative Model.



References :

- Max Weber : Economy and Society
- Anthony Giddens : Capitalism and Modern Social Theory
- David Beetham : Bureaucracy
- মোহিত ভট্টাচার্য ও বিশ্বনাথ ঘোষ : জন প্রশাসন ব্যবস্থা

Paper IV : Comparative and Development Administration

Module-1 :

Comparative Administration-Meaning, nature, origin, evolution.

Module-2 :

Theories and Models of Comparative Administration-Bureaucratic Model, Ecological Model and others.

Module–3 :

Development Administration–Meaning and scope with special reference to the contribution of Fred Riggs ; Development Administration and General Administration.

Module–4 :

Bureaucracy and Development Administration ; Bureaucracy–Citizen Interactions.

References :

- Mohit Bhattacharya : Public Administration and Planning, World Press.
- F. W. Taylor : Scientific Management, Harper and Rew, New York.
- D. S. Pughet al : Writers an Organisations, Penguin Books.

Paper V : Personnel Administration

Module–1 :

Nature and Significance of Personnel in the perspective of Human Resource Development

**Module–2 :**

Recruitment, Training, Staffing and Placement and Promotion Appraisal.

Module–3 :

Motivation and Morale including Employer-Employee Relations.

Module–4 :

Control and Discipline ; Vigilance machinery.

References :

- Bhattacharya : Public Administration (New Edition), World Press.
- Siman, Herbert : Administrative Behaviour, The Free Press.
- Herbert. A. Siman : Administrative Behaviour, New York.

Paper VI : Financial Administration

Module-1 :

Nature and scope of Public Financial Administration ; Budget-Principle and Approaches.

Types of Budget–Revenue–Capital–Performance budget–Zero based budget.

Module-2 :

Preparation of budget and the Ministry of Finance–Execution of budget and review—The role of Financial Committees.

Module-3 :

Revenue mobilization (Taxes, Non-taxes-charges & fees) ; Revenue Administration.

Module-4 :

Accounts and Audits—Their importance in Financial Administration.

References :

- L. Urwick : The Golden Book of Management
- Fry : Mastering Public Administration.
- Dwight Waldo : The Administrative State

Paper VII : Indian Administrative System

Module-1 :

The Civil Service in India and present structure–Role & Function of UPSC–Stages of Examinations, Recruitment and Training ; Ministers and Civil Servants relationship.

Module-2 :

Organization of the Central Government–Office of the Prime Minister–Cabinet Secretary : Functions of the Central Secretariat ; Relationship between the Secretariat and the Directorate.

Module-3 :

Organization of the State Secretariat–The role of the Chief Secretary ; District Administration–The Collector–SDO and BDO.

Module-4 :

Planning and Plan Administration–The Planning Commission, The National Development Council–The Comptroller and Auditor General (CAG), The Finance Commission.

References :

- R. J. S. Baker : Administrative Theory and Public Administration
- S. R. Maheswari : Administrative Thinkers, Macmillan India Ltd.
- Elton Mayo : The Human Problems of Industrial Revolutions, Boston, 1946.
- William H. Whyto : The organisation Man, Penguin, 1960.

Paper VIII : Local Government (Rural & Urban)

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Module-1 :

Local Government : Concept and Forms ; Approaches to the study of Local Government–

Liberal (should also include Neo-Liberal), Marxist (including Neo-Marxist) and Gandhian ; Local Politics and Local Government-Domain, Linkage Autonomy ; Local Government, Democracy and Development.

Module-2 :

Rural Government : Evolution of Rural Government : Structure of Rural Government ; Rural Political Processes ; New Constitutional Status.

Module-3 :

Urban Government : Evolution of Urban Government ; Structure of Urban Government ; Urban Politics ; New Constitutional Status.

Module-4 :

Contemporary Issues in Local Government : Gender and Local Government ; Environment and Local Government ; Urbanization and Human Rights dimension.

References :

- Sen Amartya : The Development as Freedom, 2000.
- Sachs, W : The Development Dictionary : A guide to Knowledge as Power.
- Khor, Martin : Development : Time for a New Paradigm Shift, The Hindu.

System of Examination :

1st Semester—FBG, FEG, EPA-I 2nd Semester—FHS, EPA-II

3rd Semester—FST, EPA-III 4th Semester—EPA-IV, V

5th Semester—EPA-VI, VII 6th Semester—EPA-VIII & AOC & Env. Studies

