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|------------------------------|------------------------------------|
| <b>Branch Name:</b>          | MANAGEMENT (Public Administration) |
| <b>Program Code:</b>         | MS201                              |
| <b>Course Name:</b>          | Administrative Theory              |
| <b>Course Code:</b>          | 2MS2010363T                        |
| <b>Pre-requisite Course:</b> | Management, Local Administration   |

**Course Objectives:**

1. To focus on theoretical and analytical study of various aspects of administrative law in comparative manner and to discuss the impact of globalization and liberalization on the growth of administrative law.
2. To familiarize the students with the need, source and permissible limit of administrative rule making power and the rights and opportunities to the people to participate in administrative rule making
3. To discuss various practiced techniques and remedies to neutralize these challenges and to encourage students to critically analyse the efficacies of these techniques and remedies.

**Teaching and Examination Scheme:**

| Teaching Scheme<br>(Hours per week) |                 |                  |        | Evaluation Scheme (Marks) |                          |                          |                          |                  |
|-------------------------------------|-----------------|------------------|--------|---------------------------|--------------------------|--------------------------|--------------------------|------------------|
| Lecture<br>(L)                      | Tutorial<br>(T) | Practical<br>(P) | Credit | Theory (Marks)            |                          | Practical (Marks)        |                          | Total<br>(Marks) |
|                                     |                 |                  |        | University<br>Assessment  | Continuous<br>Assessment | University<br>Assessment | Continuous<br>Assessment |                  |
| 4                                   | -               | -                | 4      | 60                        | 40                       | -                        | -                        | 100              |

**Subject Contents:**

| Sr. No | Topic                                                                                                                                                                                                                                                                                                                                                         | Total<br>Hours | Weightage<br>(%) |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| 1      | Public Administration: Meaning, Nature, Scope and Significance. Evolution of Public Administration. Public and Private Administration: Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics. New Public Administration: New Public Management | 10             | 20%              |
| 2      | Principles of Organization:- Hierarchy, Unity of Command, and Span of Control, Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits. Delegation: meaning, need, elements and hindrances. Supervision: meaning, need and methods of supervision Authority and Responsibility                                                | 10             | 20%              |
| 3      | Forms of Organization: Meaning, Elements and Basis of Organization. Formal and Informal Organization: Meaning, Significance. Difference between Formal and Informal Organization. Theories of Organization: Brief introduction of Scientific Management Theory, Human Relations Theory Bureaucratic Theory                                                    | 10             | 20%              |
| 4      | Decision making: meaning, types and functions. Leadership: meaning, types and functions. Communication: meaning, importance and types. Coordination: meaning, importance and methods of effective coordination                                                                                                                                                | 10             | 20%              |

|   |                                                                                                                                                                                                 |    |     |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
| 5 | Ecology and Administration<br>Concept of Development-Changing Role of Development Administration<br>Good Governance Concept and Application<br>Impact of Globalization On Public Administration | 08 | 20% |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|

#### Text Books:

| Sr. No. | Books                                                                                        |
|---------|----------------------------------------------------------------------------------------------|
| 1       | Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994 |

#### Reference Books:

| Sr. No. | Books                                                                              |
|---------|------------------------------------------------------------------------------------|
| 1       | Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal, 2000.        |
| 2       | Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007. |
| 3       | Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.               |
| 4       | Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.      |
| 5       | Tyagi, A.R. - Principles & Practice of Public Administration 1987.                 |

#### List of Open-Source Software/learning website:

1. “Management Concepts and Applications/Management” available on [https://en.wikibooks.org/wiki/Management\\_Concepts\\_and\\_Applications/Management](https://en.wikibooks.org/wiki/Management_Concepts_and_Applications/Management)
2. <http://www.managementconcepts.com/>
3. [http://www.managementstudyguide.com/planning\\_function.htm](http://www.managementstudyguide.com/planning_function.htm)

#### LAB/Practical

1. Students should be taken to Industrial Visit to understand management process
2. Expert talk from Managers can be arranged for students to understand Manager’s role

#### Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

| CLO  | Description                                                                                                                                                     | Bloom’s Taxonomy Level |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| CLO1 | Student will understand about the Public Administration and its Evolution.                                                                                      | L1, L2                 |
| CLO2 | Students will understand Hierarchy, Unity of Command, and Span of Control, Centralization, Decentralization, Delegation and Supervision within the Organization | L2, L3                 |
| CLO3 | Students will understand various kinds of theories and concepts of administrative practices implemented at global level.                                        | L3, L4                 |
| CLO4 | Student will understand the scenario and will able to make decision for the administrative situations.                                                          | L3, L4, L5             |

#### Mapping of CLOs with Pos & PSOs

| Course Learning Outcomes | Program Outcomes (POs) |     |     |     |     |     |     |     | Program Specific Outcomes (PSOs) |      |
|--------------------------|------------------------|-----|-----|-----|-----|-----|-----|-----|----------------------------------|------|
|                          | PO1                    | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1                             | PSO2 |
| CLO1                     | H                      |     | L   |     |     |     | M   | M   |                                  | M    |
| CLO2                     | H                      |     |     |     |     |     |     |     |                                  | M    |
| CLO3                     | H                      | H   | H   | L   |     |     | H   | H   | L                                |      |
| CLO4                     | H                      | H   | H   |     |     |     | H   | H   |                                  | L    |

H: High, M: Medium, L: Low

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