

SYBA

PAPER III - PUBLIC ADMINISTRATION

Syllabus: Semester-III

Module 1: Introduction to Public Administration **[Lectures 12]**

- 1.1. Meaning, Scope and Significance
- 1.2. Evolution of Public Administration as a Discipline
- 1.3. Public Administration in the Age of Liberalisation, Privatisation and Globalisation

Module 2. Theories of Administration **[Lectures 10]**

- 2.1. Scientific Management Theory- F.W. Taylor
- 2.2. Bureaucratic Theory- Max Weber
- 2.3. Human Relations Theory- Elton Mayo

Module 3. Basic Principles and Theories of Organisation **[Lectures 12]**

- 3.1. Hierarchy, Delegation, Centralisation-Decentralisation
- 3.2. Motivation Theories- McGregor, Mc Clelland
- 3.3. Leadership Theories- Trait theory, Contingency theory

Module 4. Contemporary Techniques and Practices in Administration **[Lectures 11]**

- 4.1. Good Governance
- 4.2. E-Governance
- 4.3. Public-Private Partnership (PPP)

SEMESTER IV - INDIAN ADMINISTRATION

Module 1. Introduction to Indian Administration

[Lectures 11]

- 1.1 Evolution and Constitutional Context
- 1.2 Salient features
- 1.3 District Administration since Independence: Changing role of District Collector

Module 2. Personnel Administration

[Lectures 11]

- 2.1. Recruitment: All India Services, Central Services, State Services
- 2.2. Public Service Commission: Union Public Service Commission and Maharashtra Public Service Commission
- 2.3. Training: All- India Services, Central Services, State Services (Maharashtra)

Module3. Financial Administration

[Lectures 12]

- 3.1. Budgetary Process
- 3.2. Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings
- 3.3. Comptroller and Auditor General

Module 4. Contemporary Issues in Indian Administration

[Lectures 11]

- 4.1. Integrity in Administration: Lokpal, Lokyukta, CVC
- 4.2. Citizen and Administration
- 4.3. Citizens' Charter

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EXPLANATORY NOTE

SYBA Paper III- Public Administration and Paper IV Indian Administration

Syllabus: Semester-III & IV

Semester III- Public Administration	
Module 1: Introduction to Public Administration	Explanatory Notes
1.1. 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 view Role and importance of Public Administration in Modern State
1.2. Evolution of Public Administration as a Discipline	Stages in the Evolution of Public Administration, New Public Administration
1.3. Public Administration in the Age of Liberalisation, Privatisation and Globalisation	New Public Management: Emergence and Features Public Choice Approach: Features and Critical evaluation
Module 2. Theories of Administration	
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
Module 3. Basic Principles and Theories of Organisation	
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 Intelligence Contingency Theory –Fiedler’s Contingency model
Module 4. Contemporary Techniques and Practices in Administration	
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

Semester IV- Indian Administration	
Module 1. Introduction to Indian Administration	
1.1 Evolution and Constitutional Context	Constitutional provisions relating to Indian Administration British legacy Continuity 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	
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 Shastri National

	Academy of Administration, National Police Academy, Indian Institute of Public Administration, Administrative Staff College of India State Services with respect to Maharashtra – New Training Policy of the Government of Maharashtra, YASHADA
Module 3. Financial Administration	
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
Module 4. Contemporary Issues in Indian Administration	
4.1. Integrity in Administration: Lokpal, Lokayukta, 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)
4.3. Citizens' Charter	Objectives, Principles and Models