|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  | | --- | --- | |  |  |   **Department : Political Science** |
|  | **Course: B.A(H)II** |
|  | **Paper: Perspectives on Public Administration** |
|  | **Semester: IIIrd** |
|  | **Teacher: DR.PRITI CHAHAL** |

**Teaching Plan**

**Number of Classes per week: 5 Lectures + 2 Tutorials**

The Teaching plan is divided into four units. Each unit begins with an introduction to the topic followed by an outline of the unit objectives. The content will be presented to the students in a simple and easy to-understand manner. This paper encompasses public administration in its historical context with an emphasis on the various classical and contemporary administrative theories. The course also explores some of the recent trends, including feminism and ecological conservation and how the call for greater democratization is restructuring public administration. The course will also attempt to provide the students a comprehensive understanding on contemporary administrative developments.

**Tutorials** will be based on discussion, problem-solving, question and answer, and review. Numerous teaching aspects will be involved in making tutorials productive learning events: planning, communicating, delivery, question strategies, activities, and motivation. Movies and documentaries will be screened relating to the curriculum. Relevant examples from everyday life will be given for a better understanding.. Student’s feedback will be solicited so as to ensure that the students have mastered the concepts There are lot of visual research inputs from internet,  YouTube,  E gyankosh that we ensure students watch it mandatory as part of classroom and homework learning..

The **Pedagogies** to be adopted will be following:

1. Gaining the students' attention and establishing expectations.
2. Reviewing relevant, previously-learned material.
3. Presenting the new information by linking it to previous learning.
4. Providing learning guidance or elaboration.
5. Providing time for practice and feedback.
6. Providing for spaced practice to enhance retention

While teaching it will be kept in mind that some students have the capability of grabbing fast and memorize for long and others have less picking capacity. As a faculty member, focus is on ensuring due concern of each and every student.  Yet we cannot ignore that Weak students or slow learners require extra attention. Personal training,  mock tests,  copy checks, setting  timeline for concept revising,  are undertaken for them They will be dealt accordingly as per their specific needs.. Bright students are encouraged to few extra problems and examples and impressed for the need for additional practice. Giving extra readings, compiling resources from suggested research inputs of every literature are emphasised.

The detail of the course is sketched in four topics. These are on:

**I. PUBLIC ADMINISTRATION AS A DISCIPLINE [ 15 lectures ]**

Meaning, Dimensions and Significance of the Discipline.

Public and Private Administration

Evolution of Public Administration

**II THEORETICAL PERSPECTIVES [ 25 lectures ]**

**CLASSICAL THEORIES**

Scientific management (F.W.Taylor)

Administrative Management (Gullick, Urwick and Fayol)

Ideal-type bureaucracy (Max Weber)

**NEO-CLASSICAL THEORIES**

Human relations theory (Elton Mayo)

Rational decision-making (Herbert Simon)

**CONTEMPORARY THEORIES**

Ecological approach (Fred Riggs)

Innovation and Entrepreneurship (Peter Drucker)

**III. PUBLIC POLICY [ 10 lectures ]**

Concept, relevance and approaches

Formulation, implementation and evaluation

**IV. MAJOR APPROACHES IN PUBLIC ADMINISTRATION [ 20 lectures ]**

New Public Administration

New Public Management

New Public Service Approach

Good Governance

Feminist Perspectives

|  |
| --- |
| *The total numbers of lectures are assigned 15,25,10,and 20 consecutively topic wise. These are planned over the following weeks which can be worked out in details as given below. This teaching plan is elaborative only and is subject to the potency and margins of instructive methods useful and followed in the classroom teaching method* |

**Number of Classes per week: 5 Lectures + 2 Tutorials**

|  |  |  |
| --- | --- | --- |
| WEEK | TOPICS | REMARKS |
| 1st Week | Introductory Class. In this class efforts will be made to create friendly atmosphere which will give the students an ease with the teacher. Rapport will be established with the students to create learning environment. The introduction of the concerned subject will be discussed with them | Engagement with the tutorials Attempt will be made to engage the students in the tutorials. Group discussion about the lecture topic will be worked out |
| 2nd Week | Unit 1 Public Administration as a discipline will be taught In this week the meaning definition, scope and characteristics of Public Administration will de elaborated upon | Study material and difficulties of the students will be discussed in the tutorial class and the students will be advised to go through the study material , journals and share their difficulties |
| 3rd Week | Public administration and Private Administration will as a concept will be discussed, the relation and the differences between the two will be discussed . | In the tutorial class Assignment on the First Topic will be given to the students and discussions on the same will be made in it. The students will be informed about the test and pattern of questions will be discussed |
| 4th Week | The evolution of public administration will be discussed | In the tutorial class the students will be engaged in clearing their doubts |
| 5th Week | Lecture will be given on the theoretical perspectives of Public administration. What is classical and neoclassical and contemporary perspective | Guidance will be given for answer relating tips |
| 6th Week | The Scientific management by F.W.Taylor and Administrative Management by Gullick, Urwick and Fayol will be discussed in this week | Analysis of the questions will be done and the Assignment on the Second topic will be given |
| 7th Week | In this week Ideal-type bureaucracy by Max Weber will be discussed | Group discussion will be done relating to contemporary relevance of the topic |
| 8th Week | Human relations theory by Elton Mayo and Rational decision-making Herbert Simon will be discussed | Assignment will be submitted in this week and their submission will be monitored |
| 9th Week | Ecological approach of Fred Riggs and Innovation and Entrepreneurship by Peter Drucker will be discussed | Continued |
| 10th Week | Concept, relevance and approaches of Public Policy will be disussed | Suggested Readings Review will be done |
| 11th Week | Lecture will be given on New Public Administration | Guidelines for answer writings on the topics covered will be taken up |
| 12th Week | Lecture will be delivered New Public Management | Assignment will be given on the Third Unit |
| 13th Week | Lecture will be given on Citizens’ Charter and E-Governance | Discussion on important questions |
| 14th Week | New Public Service Approach will be discussed in this week | Internal Assessment Exam on 5/4/2019 |
| 15th Week | Lectures to be delivered Good Governance | Guidelines for Answer writing |
| 16th Week | Lecture on Feminist Perspectives | Students will be asked to clarify their doubts |
| 17th Week | Revision of Important Chapters | Discussion on important questions |
| 18th Week | Revision of Important Chapters | Discussion on important questions |

**READINGS**

**I. Public Administration as a Discipline**

**Meaning, Dimensions and Significance of the Discipline**.

Nicholas Henry, *Public Administration and Public Affairs*, Prentice Hall, 1999

D. Rosenbloom, R. Kravchuk. and R. Clerkin, (2009) *Public Administration:Understanding Management, Politics and Law in Public Sector,* 7th edition, New Delhi: McGraw Hill, pp. 1-40

W. Wilson, (2004) ‘The Study of Administration’, in B. Chakrabarty and M. Bhattacharya (eds), *Administrative Change and Innovation: a Reader*, New Delhi: Oxford UniversityPr ess, pp. 85-101

**b. Public and Private Administration.**

M. Bhattacharya, (2008) *New Horizons of Public Administration*, 5th Revised Edition. New Delhi: Jawahar Publishers, pp. 37-44.

G. Alhson, (1997) ‘Public and Private Management’, in Shafritz, J. and Hyde, A. (eds.) *Classicsof Public Administration,* 4th Edition. Forth Worth: Hartcourt Brace, TX, pp. 510-529.

**Evolution of Public Administration**

N. Henry,*Public Administration and Public Affairs*, 12th edition. New Jersey: Pearson,2013

M.Bhattacharya,*Restructuring Public Administration: A New Look,* New Delhi: Jawahar Publishers, 2012

P.Dunleavy and C.Hood, “From Old Public Administration to New Public Management”, Public Money and Management, Vol. XIV No-3, 1994

M. Bhattacharya, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers, 2011

**II. Theoretical Perspectives**

**Scientific Management**

D. Gvishiani, *Organisation and Management*, Moscow: Progress Publishers, 1972

F. Taylor, ‘Scientific Management’, in J. Shafritz, and A. Hyde, (eds.) *Classics of Public Administration,* 5th Edition. Belmont: Wadsworth, 2004

P. Mouzelis, ‘The Ideal Type of Bureaucracy’ in B. Chakrabarty, And M. Bhattacharya, (eds), *Public Administration: A Reader*, New Delhi: Oxford University Press,2003

**Administrative Management**

D. Ravindra Prasad, Y. Pardhasaradhi, V. S. Prasad and P. Satyrnarayana, [eds.], Administrative Thinkers, Sterling Publishers, 2010

E. J. Ferreira, A. W. Erasmus and D. Groenewald , Administrative Management, Juta Academics, 2010

**Ideal Type-Bureaucracy**

M. Weber,‘Bureaucracy’, in C. Mills, and H. Gerth, F*rom Max Weber: Essays in Sociology*. Oxford: Oxford University Press, 1946

Warren. G.Bennis, *Beyond Bureaucracy*, Mc Graw Hill, 1973

**Human Relations Theory**

D. Gvishiani, *Organisation and Management*, Moscow: Progress Publishers, 1972

B. Miner, ‘Elton Mayo and Hawthrone’, in *Organisational Behaviour 3: Historical Origins and the Future.* New York: M.E. Sharpe, 2006

**Rational-Decision Making**

S. Maheshwari, *Administrative Thinkers*, New Delhi: Macmillan, 2009

Fredrickson and Smith, ‘Decision Theory’, in *The Public Administration Theory Primer*. Cambridge: Westview Press, 2003

**Ecological approach**

R. Arora, ‘Riggs’ Administrative Ecology’ in B. Chakrabarty and M. Bhattacharya (eds), *Public Administration: A reader*, New Delhi, Oxford University Press, 2003

A. Singh, *Public Administration: Roots and Wings*. New Delhi: Galgotia Publishing Company, 2002

F. Riggs, *Administration in Developing Countries: The Theory of Prismatic Society*. Boston: Houghton Miffin,1964

**Innovation and Entrepreneurship**

Peter Drucker, *Innovation and Entrepreneurship*, Harper Collins,1999

Peter F. Drucker , *The Practice of Management*, Harper Collins, 2006

**III. Public Policy**

**Concept, Relevance and Approaches**

T. Dye, (1984) *Understanding Public Policy,* 5th Edition*.* U.S.A: Prentice Hall, pp. 1-44 *The Oxford Handbook of Public Policy* ,OUP,2006

Xun Wu, M.Ramesh, Michael Howlett and Scott Fritzen ,*The Public Policy Primer:Managing The Policy Process*, Rutledge, 2010

Mary Jo Hatch and Ann .L. Cunliffe Organisation Theory : *Modern, Symbolic and Postmodern Perspectives*, Oxford University Press,2006

Michael Howlett, *Designing Public Policies : Principles And Instruments*, Rutledge, 2011 *The Oxford Handbook Of Public Policy*, Oxford University Press, 2006

**Formulation, implementation and evaluation**

Prabir Kumar De, *Public Policy and Systems*, Pearson Education, 2012

R.V. Vaidyanatha Ayyar, *Public Policy Making In India*, Pearson,2009

Surendra Munshi and Biju Paul Abraham [Eds.] *Good Governance, Democratic Societies And Globalisation*, Sage Publishers, 2004

**IV. Major Approaches in Public Administration**

**a. Development administration**

M. Bhattacharya, ‘Chapter 2 and 4’, in *Social Theory, Development Administration and Development Ethics,* New Delhi: Jawahar Publishers, 2006

F. Riggs,*The Ecology of Public Administration, Part 3,* New Delhi: Asia Publishing House, 1961

**b. New Public Administration**

Essential Reading:

M. Bhattacharya, *Public Administration: Issues and Perspectives,* New Delhi: Jawahar Publishers, 2012

H. Frederickson, ‘Toward a New Public Administration’, in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth, 2004

**c. New Public Management**

U. Medury, *Public administration in the Globalization Era*, New Delhi: Orient Black Swan, 2010

A. Gray, and B. Jenkins, ‘From Public Administration to Public Management’ in E.Otenyo and N. Lind, (eds.) *Comparative Public Administration: The Essential Readings*: Oxford University Press, 1997

C. Hood, ‘A Public Management for All Seasons’, in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth, 2004

**d. New Public Service Approach**

R.B.Denhart & J.V.Denhart \*Arizona State University+ “ The New Public Service: Serving Rathet Than Steering”, in Public Administration Review ,Volume 60, No-6,November-December 2000

**e. Good Governance**

A. Leftwich, ‘Governance in the State and the Politics of Development’, in *Development and Change*. Vol. 25,1994

M. Bhattacharya, ‘Contextualizing Governance and Development’ in B. Chakrabarty and

M. Bhattacharya, (eds.) *The Governance Discourse.* New Delhi: Oxford University Press,1998

B. Chakrabarty, *Reinventing Public Administration: The India Experience.* New Delhi: Orient Longman, 2007

U. Medury, *Public administration in the Globalisation Era*, New Delhi: Orient Black Swan, 2010

**f. Feminist Perspective**

Camila Stivers, *Gender Images In Public Administration*, California : Sage

Publishers,2002 Radha Kumar, *The History of Doing,* New Delhi: Kali For Women, 1998

Sylvia Walby, *Theorising Patriarchy*, Oxford, Basil Blackwell.1997

Amy. S. Wharton, *The Sociology Of Gender*, West Sussex : Blackwell-Wiley Publishers,2012

Nivedita Menon [ed.], *Gender and Politics*, Delhi: Oxford University Press, 1999

Simone De Beauvoir, *The Second Sex*, London: Picador, 1988

Alison Jaggar, *Feminist Politics And Human Nature*, Brighton: Harvester Press,1983

Maxine Molyneux and Shahra Razavi , *Gender, Justice, Development and Rights*,Oxford: Oxford University Press, 2002

READINGS

Public Policy

T. Dye, (1984) *Understanding Public Policy,* 5th Edition*.* U.S.A: Prentice Hall

R.B. Denhardt and J.V. Denhardt, (2009) *Public Administration,* New Delhi: Brooks/Cole

J. Anderson, (1975) *Public Policy Making*. New York: Thomas Nelson and sons Ltd.

M. Howlett, M. Ramesh, and A. Perl, (2009), *Studying Public Policy: Policy Cycles and Policysubsystems,* 3rd edition, Oxford: Oxford University Press

T. Dye, (2002) *Understanding Public Policy*, New Delhi: Pearson

Y. Dror, (1989) *Public Policy Making Reexamined.* Oxford: Transaction Publication

Decentralization

Satyajit Singh and Pradeep K. Sharma [eds.] *Decentralisation: Institutions And Politics In Rural India*, OUP,2007

D. A. Rondinelli and S.Cheema, *Decentralisation and Development*, Beverly Hills: Sage Publishers, 1983

N.G.Jayal, *Democracy and The State: Welfare, Secular and Development in Contemporary India*, Oxford : Oxford University Press,1999

Bidyut Chakrabarty, *Reinventing Public Administration: The Indian Experience*, Orient Longman,2007

Noorjahan Bava, *Development Policies and Administration in India*, Delhi: Uppal Publishers, 2001

Gabriel Almond and Sidney Verba, *The Civic Culture*, Boston: Little Brown, 1965

M.P.Lester, *Political Participation- How and Why do People Get Involved in Politics* Chicago: McNally, 1965

III. Budget

Erik-Lane, J. (2005) *Public Administration and Public Management: The Principal Agent Perspective.* New York: Routledge

Henry, N.(1999) *Public Administration and Public Affairs.* New Jersey:Prentice Hall

Caiden, N.(2004) ‘ Public Budgeting Amidst Uncertainity and Instability’, in Shafritz, J.M. & Hyde, A.C. (eds.) *Classics of Public Administration*. Belmont: Wadsworth

IV Citizen And Administration Interface

R. Putnam , *Making Democracy Work* , Princeton University Press, 1993

Jenkins, R. and Goetz, A.M. (1999) ‘Accounts and Accountability: Theoretical Implications of the Right to Information Movement in India’, in *Third World Quarterly.* June

Sharma, P.K. & Devasher, M. (2007) ‘Right to Information in India’ in Singh, S. and

Sharma, P. (eds.) *Decentralization: Institutions and Politics in Rural India*. New Delhi:Oxford University Press

Vasu Deva, *E-Governance In India: A Reality*, Commonwealth Publishers, 2005

*World Development Report*, World Bank, Oxford University Press, 1992.

M.J.Moon, *The Evolution of Electronic Government Among Municipalities: Rheoteric or Reality*, American Society For Public Administration, Public Administration Review, Vol 62,Issue 4, July –August 2002

Pankaj Sharma, E*-Governance: The New Age Governance*, APH Publishers, 2004

Pippa Norris, *Digital Divide: Civic Engagement, Information Poverty and the Internet in Democratic Societies*, Cambridge: Cambridge University Press, 2001.

Stephan Goldsmith and William D. Eggers, *Governing By Network: The New Shape of the Public Sector*, Brookings Institution [Washington], 2004

United Nation Development Programme, *Reconceptualising Governance*, New York, 1997 Mukhopadyay, A. (2005) ‘Social Audit’, in *Seminar.* No.551.

V. Social Welfare Administration

Jean Drèze and Amartya Sen, *India, Economic Development and Social Opportunity,* Oxford: Oxford University Press, 1995

J.Dreze and Amartya Sen, *Indian Development: Selected Regional Perspectives*, Oxford: Clareland Press, 1997

Reetika Khera- Rural Poverty And Public Distribution System, EPW, Vol-XLVIII, No.45-46, Nov 2013

Pradeep Chaturvedi [ed.], *Women And Food Security: Role Of Panchayats*, Concept Publishers, 1997

National Food Security Mission: nfsm.gov.in/Guidelines/XIIPlan/NFSMXII.pdf

Jugal Kishore, *National Health Programs of India: National Policies and Legislations*, Century Publications, 2005

K. Lee and Mills, *The Economic Of Health In Developing Countries*, Oxford: Oxford University Press, 1983

K. Vijaya Kumar, *Right to Education Act 2009: Its Implementation as to Social Development in India,* Delhi: Akansha Publishers, 2012.

Marma Mukhopadhyay and Madhu Parhar(ed.) *Education in India: Dynamics of Development*, Delhi: Shipra Publications, 2007

Nalini Juneja, *Primary Education for All in the City of Mumbai: The Challenge Set By Local Actors'*, International Institute For Educational Planning, UNESCO: Paris, 2001

Surendra Munshi and Biju Paul Abraham [eds.] *Good Governance, Democratic Societies and Globalisation*, Sage Publishers, 2004

www.un.org/millenniumgoals

http://www.cefsindia.org

www.righttofoodindia.org