



**Syllabus of Public Administration
(BDP)
Course Code (EPA)**

NETAJI SUBHAS OPEN UNIVERSITY

DD - 26, Sector -I, Salt Lake City, Kolkata -700064

Bachelor Degree Programme (BDP)

Public Administration (EPA) Course Structure

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)	<u>8 Credits</u>
	<u>24 Credits</u>

2. Elective Subjects: Honours Course(EPA)

Paper I	Administrative Theory
Paper II	Indian Government
Paper III	Indian Thinkers (Administrative Thinkers)
Paper IV	Comparative and Development Administration
Paper V	Personnel Administration
Paper VI	Financial Administration
Paper VII	Indian Administrative System
Paper VIII	Local Government: Rural and Urban

08 credits each: Total : 64 Credits

3. Compulsory Subject: Application Oriented Course (Anyone)

(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%

Syllabus for Public Administration -Subsidiary Papers (SPA)

Paper- I (SPA -I)

Indian Government

Paper-II (SPA -II)

Indian Administrative System

Paper-III (SPA -III)

Local Government: Rural and Urban

PAPER – I : ADMINISTRATIVE THEORY

Module - 1

- Unit-1 : Public Administration – Meaning and scope
- Unit-2 : Evolution of Public Administration
- Unit-3 : Relationship between Public Administration and other Social Sciences
- Unit-4 : Comparative Public Administration, Development Administration and Modern Public Administration

Module - 2

- Unit-1 : Role of Organizations in administration, Hierarchy, Unity of command, Span of Control
- Unit-2 : Line and Staff
- Unit-3 : Centralization and Decentralization
- Unit-4 : Delegation

Module - 3

- Unit-1 : Administrative Processes
- Unit-2 : Decision making
- Unit-3 : Communication
- Unit-4 : Leadership and Co-ordination

Module - 4

- Unit-1 : Motivation
- Unit-2 : Theories of Motivation
- Unit-3 : Motivation: Theory of Maslow and Herzberg
- Unit-4 : Douglas McGregor's theory of Management

PAPER – II: INDIAN GOVERNMENT

Module - 5

- Unit-1 : Constitutional development in India (Pre independence era – 1858 to 1909)
- Unit-2 : Constitutional development in India (Pre independence era– The Reform Act 1909 to 1935)
- Unit-3 : Constitutional development in India (Pre independence era– The Government of India Act, 1935)
- Unit-4 : Constitutional development in India: Pre independence era : 1935–1947

Module - 6

- Unit-1 : Framing of the Indian Constitution
- Unit-2 : Federal System in India
- Unit-3 : Fundamental Rights and Duties, Directive Principles
- Unit-4 : Constitutional Amendment

Module - 7

- Unit-1 : President, Prime Minister, Union Council of Ministers
- Unit-2 : Union Legislature
- Unit-3 : Governor, Chief Minister, State Council of Ministers
- Unit-4 : State Legislature

Module - 8

- Unit-1 : Supreme Court: Composition and Role
- Unit-2 : Judicial Review
- Unit-3 : High Courts – Composition and Role
- Unit-4 : Subordinate Judiciary (Separation of Executive and Judiciary)

PAPER - III :INDIAN THINKERS (ADMINISTRATIVE THINKERS)

Module - 9

- Unit-1 : Kautilya
- Unit-2 : Woodrow Wilson
- Unit-3 : Fredrick Winslow Taylor
- Unit-4 : Henri Fayol, Lyndall Urwick, Luther Gulic

Module - 10

- Unit-1 : Rationalization and Authority
- Unit-2 : Max Weber- Bureaucracy
- Unit-3 : Limitations of Bureaucratic Rationality
- Unit-4 : Liberal and Radical critique of Weberian Bureaucracy

Module - 11

- Unit-1 : Mary Parker Follet
- Unit-2 : Elton Mayo
- Unit-3 : Chester Barnard

Module - 12

- Unit-1 : Theory of Public Administration: Herbart Simon
- Unit-2 : Distinctive concepts of Herbert Simon in Public Administration
- Unit-3 : Behavioural Alternative Model

PAPER - IV: COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Module - 13

- Unit-1 : Comparative Public Administration: Definition, nature, evolution; Relationship with Public Administration.
- Unit-2 : Theories of Comparative Public Administration
- Unit-3 : Recent trends in Comparative Public Administration: Ferrel Heady
- Unit-4 : Futures of Comparative Public Administration

Module - 14

- Unit-1 : Development Administration- Meaning and scope.
- Unit-2 : Features of Development Administration- Comparative analysis between administration and Development Administration
- Unit-3 : Development administration- PrismaticSala model of Fred Riggs
- Unit-4 : Relevance of development administration

Module - 15

- Unit-1 : Development Administration and Bureaucracy
- Unit-2 : Developing country and responsible government
- Unit-3 : Relation between bureaucracy and citizen in developing states.
- Unit-4 : The concept of participatory development

Module - 16

- Unit-1 : New actors of development administration- NGO, Social organization
- Unit-2 : Culture and Development- Role of social capital
- Unit-3 : Mass movement and Development
- Unit-4 : Post development theories

PAPER-V: PERSONNEL ADMINISTRATION

Module 17

- Unit- 1 : Nature and Significance of Personnel in Human Resource Development
- Unit- 2 : Personnel Management – Composition and Structure
- Unit- 3 : Basis of Personnel Management
- Unit- 4 : Personnel Management in India

Module 18

- Unit- 1 : Evolution of Personnel Management in India
- Unit- 2 : Recruitment – Autonomous Recruitment Board
- Unit- 3 : Training and development of Personnel
- Unit- 4 : Organizational Structure of Personnel Management

Module 19

- Unit- 1 : Morale – Significance of morale in organization
- Unit- 2 : Organizational Grievances – Administrative mechanism redressing grievances
- Unit- 3 : Role of Workers Organization in Employee–Authority Relation – UK and USA
- Unit- 4 : Indian Administrative Management System – Scope for further improvement in Employee–Authority Relation

Module 20

- Unit- 1 : Control and Accountability in Indian Administrative System
- Unit- 2 : Discipline in Administration
- Unit- 3 : Central Vigilance Commission

PAPER-VI : FINANCIAL ADMINISTRATION

Module 21

- Unit- 1 : Financial Administration– Nature and Scope
- Unit- 2 : Budget– Principles, Approaches and Classification
- Unit- 3 : Performance based Budget
- Unit- 4 : Zero based Budget

Module 22

- Unit- 1 : Ministry of Finance– Preparation and control of budget
- Unit- 2 : Adoption of Budget
- Unit- 3 : Estimates Committee
- Unit- 4 : Public Accounts Committee

Module 23

- Unit- 1 : Public Administration – Financial Administrative System
- Unit- 2 : Sources of State Revenue– Theories of Taxation
- Unit- 3 : Public Expenditure of the State
- Unit- 4 : Financial Administrative System in India

Module 24

- Unit- 1 : Financial Administrative system in states
- Unit- 2 : Union Budget– Preparation and Approval, Role of Finance Commission,
Public Debt in India
- Unit- 3 : Central Budget
- Unit- 4 : Public Account : Revenue and Expenditure

PAPER-VII : INDIAN ADMINISTRATIVE SYSTEM

Module 25

- Unit- 1 : Indian Welfare Commission
- Unit- 2 : Union Public Service Commission
- Unit- 3 : Probation and Training
- Unit- 4 : Relation between Council of Ministers and UPSC

Module 26

- Unit- 1 : Organizational Structure of the Union Government
- Unit- 2 : Prime Minister's Office
- Unit- 3 : Secretariat
- Unit- 4 : Union Secretariat
- Unit- 5 : Relation between Secretariat and Directorate

Module 27

- Unit- 1 : State Secretariat – Organization and Importance
- Unit- 2 : Chief Secretary
- Unit- 3 : District Administration– Role of the Collector
- Unit- 4 : District Magistrate and Block Development Officer

Module 28

- Unit- 1 : Planning Commission
- Unit- 2 : National Development Council
- Unit- 3 : Comptroller and Auditor General of India
- Unit-4 : Finance Commission

PAPER-VIII : LOCAL GOVERNMENT (RURAL AND URBAN)

Module 29

- Unit- 1 : Local Government– Meaning and Theories
- Unit- 2 : Approaches to the study of Local Government
- Unit- 3 : Local Politics and Local Government
- Unit- 4 : Local Government, Democracy and Development

Module 30

- Unit- 1 : Rural Administration– Evolution
- Unit- 2 : Rural Administration– Structure
- Unit- 3 : New Constitutional Arrangement in Rural Administration.
- Unit- 4 : Rural Administration

Module 31

Unit- 1 : Urban Administration- Evolution

Unit- 2 : Urban Administration- Structure and Composition

Unit- 3 : Urban Politics

Unit- 4 : New Constitutional Arrangements in Urban Administration

Module 32

Unit- 1 : Self Government and Women

Unit- 2 : Self Government and Environment

Unit- 3 : Human Rights
