

PUBLIC ADMINISTRATION

B A ECONOMICS, B A SOCIOLOGY, BA HISTORY
Semester III
UNIVERSITY OF KERALA
School of Distance Education

AIM

- The course is intended to create an understanding of the basic elements of Public Administration
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OBJECTIVES

- 1. To equip the students with some theoretical understanding about Public Administration.
- 2. To embody detailed discussion on Organization, Personnel Administration and Financial Administration

MODULE I

NATURE, SCOPE AND IMPORTANCE OF PUBLIC ADMINISTRATION

- Meaning of Public Administration
 - Means the management of affairs, or 'looking after the people'.
- Nature of Public Administration
 - The integral view (Everyone part of administration)
 - The managerial view(Only those handles managerial functions)

MODULE I

NATURE, SCOPE AND IMPORTANCE OF PUBLIC ADMINISTRATION

- Scope and importance of Public Administration
 - Public Administrative as a State activity
 - Public Administration as a discipline
 - The POSDCORB View
(Planning, Organising, Staffing, Directing, Coordinating, Reporting, Budgeting)
 - The Subject-matter View- public administration deals not only with administrative technique such as POSDCORB, responsibility, accountability, and transparency, but also with the substantive fields of administration such as defense, education, public health, social welfare, agriculture, police, fire protection & so on.
- Public(Publicly owned) and Private(Pvt firms) Administration

UNIT 2

GROWTH OF PUBLIC ADMINISTRATION – NEW PUBLIC ADMINISTRATION

- Introduction

- First, it refers to the activity of administering the affairs of government, like enforcement of law and order.
- Second, it refers to a field of study, like that of political science, history, sociology, and so on

- Objectives

- To evaluate the growth and development of public administration as a discipline
- To understand the term new public administration and its peculiar features

UNIT 2

GROWTH OF PUBLIC ADMINISTRATION – NEW PUBLIC ADMINISTRATION

- Growth of Public Administration
 - Stage I : Politics - Administration Dichotomy (1887-1926)
 - Stage II : Principles of Administration (1927 -1937)
 - Stage III : Era of challenge (1938 -1947)
 - Stage IV : Crisis of identity (1948 - 1970)
 - Stage V : Public policy perspective (1971 - continuing)

UNIT 2

GROWTH OF PUBLIC ADMINISTRATION – NEW PUBLIC ADMINISTRATION

- New Public Administration
 - The Honey Report of Higher Education for Public Service, 1967.
 - The Philadelphia Conference on the Theory and Practice of Public Administration, 1967.
 - The Minnowbrook Conference, 1968.
 - Publication of *Toward a New Public Administration : The Minnowbrook Perspective*, edited by Frank Marini, 1971.
 - Publication of *Public Administration in a Time of Turbulence*, edited by Dwight Waldo, 1971.

UNIT 2

GROWTH OF PUBLIC ADMINISTRATION – NEW PUBLIC ADMINISTRATION

- Themes of New Public Administration
 - relevance
 - values
 - social equity
 - change
 - client focus
 - management-worker relations
- Criticism

UNIT 3

PRINCIPLES OF ORGANIZATION

- Organization
 - The term 'organisation' is derived from the word 'organicism' which means an organised body of interdependent parts sharing common activity
- Hierarchy
 - Hierarchy means a graded organization of several successive steps or levels, in which each of the lower levels is immediately subordinate to the next higher one and through it, to the other higher steps right up to the top.
- Span of control
 - Number of subordinates which a superior officer can effectively supervise, direct and control

UNIT 3

PRINCIPLES OF ORGANIZATION

- Unity of Command
 - An employee should receive orders from one superior only
- Delegation
 - Delegation means conferring of specified authority by a higher to a lower authority
- Co-ordination
 - Coordination is the orderly arrangement of group effort, to provide unity of action in the pursuit of a common purpose

UNIT 3

PRINCIPLES OF ORGANIZATION

- Centralisation
 - Concentration of authority at the top level of the administrative system
- Decentralisation
 - Dispersal of authority among the lower levels of the administrative system

UNIT 3

PRINCIPLES OF ORGANIZATION

- Chief Executive-Administrative functions
 - Deciding Administrative Policy
 - To authorize details of organization
 - To coordinate the organization
 - To appoint and remove the personnel.
 - To control the management of finance
 - To supervise, control and investigate the administrative operations
 - To participate in and control Public Relations;

UNIT 4

LINE, STAFF AND AUXILIARY AGENCIES

- Line Agencies
 - Government Departments
 - Public Corporations
 - Independent Regulatory Commissions (IRC)
- Staff Agencies :They perform secondary function as they merely help, support and advice the line agencies to achieve their purpose
- Auxiliary Agencies: They provide common or housekeeping services to all other agencies.

UNIT 5

CIVIL SERVICE - RECRUITMENT AND TRAINING

- Civil Service- Meaning and Significance
 - The permanent professional branches of state administration excluding military and judicial branches and elected politicians
- Bureaucracy-Meaning and Definitions
 - In a more traditional sense, the term 'bureaucracy' is derived from the Latin word 'bureau' which means 'desk' and Greek word 'cracy' which means 'rule'
- Max Weber and Bureaucracy

UNIT 5

CIVIL SERVICE - RECRUITMENT AND TRAINING

- Limitations of bureaucracy
 - Unresponsiveness
 - Red-tapism
 - Departmentalism
 - Conservationism

UNIT 5

CIVIL SERVICE - RECRUITMENT AND TRAINING

- Recruitment
 - Recruitment means filling up the vacant posts in civil service. It has negative and positive connotations
- Problems of Recruitment
 - Location of the recruitment authority ;
 - Recruitment from within versus recruitment from without ;
 - Qualifications of the candidates ;
 - Methods of determining qualifications ; and
 - Administrative machinery for determination of qualifications

UNIT 5

CIVIL SERVICE - RECRUITMENT AND TRAINING

- Methods of recruitment
 - Direct recruitment and indirect recruitment
- Recruitment Agencies
 - UPSC, SPSC, JPSC, SSC

UNIT 5

CIVIL SERVICE - RECRUITMENT AND TRAINING

- Training
 - To raise both knowledge and skill levels and increase the versatility and adaptability of public personnel
- Kinds of training
 - Formal and Informal Training
- Methods of Training
 - Lecture, Syndicate, Case study, Role play, Management games, Sensitive, Incidence
- Conduct-discipline-performance appraisal

UNIT 6

FINANCIAL ADMINISTRATION

BUDGETARY PROCESS IN INDIA

- Financial Administration
 - Preparation of the budget, Legislation of the Budget, Execution of the budget, Treasury management, Rendering of the accounts by the executive and the audit of these accounts
- Budgetary process in India
- Preparation of Budget
 - Preparation of the preliminary estimates by the heads of offices. The scrutiny and review of those estimates by the controlling officers.
 - Scrutiny and review of the revised estimates by the Accountant-General and the administrative department.
 - Scrutiny and review of the revised estimates by the Finance Ministry.
 - The final consideration of the consolidated estimates by the Cabinet.

UNIT 6

FINANCIAL ADMINISTRATION

BUDGETARY PROCESS IN INDIA

- Enactment of Budget
 - In Parliament, the budget goes through the following six stages:
 - Introduction in the Legislature
 - The general discussion
 - Scrutiny by departmental committees
 - The voting of the demands for grants
 - The consideration and passing of the Appropriation Bill, and
 - The consideration and passing of the taxation proposals, i.e., the Finance Bill.

UNIT 6

FINANCIAL ADMINISTRATION

BUDGETARY PROCESS IN INDIA

- Execution of Budget
 - Proper collection of revenues
 - Proper custody of collected funds; and
 - Proper disbursement of funds.

UNIT 7

PUBLIC POLICY AND DEVELOPMENT ADMINISTRATION

- Public Policy-Meaning and importance

Policy refers to a proposed course of action of an individual, a group, an institution or a government to realize specific objectives within a given environment

- Nature of Public Policy

- Factors responsible for the formulation of Public Policy

- Internal Sources, External Sources, Investigations, Research and Study

UNIT 7

PUBLIC POLICY AND DEVELOPMENT ADMINISTRATION

- Development Administration
 - Development administration is essentially a concept of administration which is action-oriented rather than structure-oriented.
 - Socio-economic change, Goal Orientation and Innovation, Commitment, Client Orientation, Time Framework
- Role of District Collector in Development Administration
 - Revenue, Land, Law and order etc.

UNIT 8

GOOD GOVERNANCE, ROLE AND IMPORTANCE PUBLIC RELATIONS IN PUBLIC ADMINISTRATION

- Good Governance
 - Good governance has 8 major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law.
- Importance Public Relations in Public Administration

UNIT 8

GOOD GOVERNANCE, ROLE AND IMPORTANCE PUBLIC RELATIONS IN PUBLIC ADMINISTRATION

- Elements of Public Relations
 - Learning about People's desires and aspirations.
 - Advising the public.
 - Cultivation of satisfactory contact between the public and officials.
 - Informing the Public what the Government is doing.

UNIT 8

GOOD GOVERNANCE, ROLE AND IMPORTANCE PUBLIC RELATIONS IN PUBLIC ADMINISTRATION

- Role of Mass Media
 - There are three types of media (i) Visual, (ii) Auditory, and (iii) Audio-Visual. Under visual media we include 1. advertising and 2. publications. Under audio-visual media are included (i) films, and (ii) exhibitions. The radio broadcasts and lectures are auditory media.