



**UNIVERSITY OF KERALA**

Discipline	POLITICAL SCIENCE				
Course Code	<b>UK3DSCPOS203</b>				
Course Title	<b>Essentials of Administration</b>				
Type of Course	<b>DSC</b>				
Semester	<b>3</b>				
Academic Level	200-299				
Course Details	Credit	Lecture Per week	Tutorial Per week	Practical Per week	Total Hours/Week
	4	4 hours	-	-	4
Pre-requisites	1. 2.				
Course Summary	This course offers an overview of public administration, including its evolution, diverse theories, principles, and contemporary trends, with a specific emphasis on e-governance initiatives in Kerala				

**Detailed Syllabus:**

Module	Unit	Content	Hrs
<b>I</b>	<b>Introduction to Public Administration</b>		<b>15</b>
	1	Evolution of Public Administration	
	2	Nature, scope and importance of Public Administration	
	3	New Public Administration, New Public Management, New Public Service.	
	4	Public Administration and Globalisation	
<b>II</b>	<b>Principles of Organization</b>		<b>15</b>
	5	Principles of Organization–Hierarchy, Span of Control–Unity of Command–Delegation–Co-ordination–Centralisation and De-Centralisation	
	6	Units of organization -Chief Executive - Line,Staff and Auxiliary Agencies	
	7	Department -Bases of Departmental Organization (4Ps)	
	8	Public Corporation	
<b>III</b>	<b>Financial Administration and Planning in India</b>		<b>14</b>
	9	Budgetary process in India–Preparation, Enactment and Execution of Budget	
	10	Role of the Comptroller and Auditor General	
<b>IV</b>	<b>Transparency and Accountability in Administration: Initiatives in India</b>		<b>8</b>
	11	Right to Information Act	
	12	Citizens Charter: Principles of Service Delivering	
	13	Right to Public Service Legislation	
	14	Social Auditing	
<b>V</b>	<b>Digital Governance in Action</b>		<b>8</b>
	15	Field Study/Case Study/Workshop on Good Governance/ E Governance Initiatives in decentralized institutions in Kerala, focusing on their implementation, impact, and challenges.	



### Essential Readings

- Aggarwal, U. C. (Ed.). (2003). *Public Administration - Vision & Reality*. IIPA Golden Jubilee, Indian Institute of Public Administration.
- Ahmed, F. (Ed.). (1995). *Bureaucracy and Development Administration*. Manak Pvt Ltd.
- Appleby, P. H. (1949). *Policy and Administration*. University of Alabama Press.
- Avasthi, & Maheshwari. (2013). *Public Administration*. Lakshmi Narain Agarwal.
- Basu, R. (2014). *Public Administration - Concepts and Theories*. Sterling.
- Bhagwan, D. V., Bhushan, D. V., & Mohla, D. V. (2012). *Public Administration*. S Chand Companies Pvt Ltd.
- Ratnam, C. S. V., & Srivasthava, B. K. (1991). *Personnel Management and Human Resources*. Tata McGraw-Hill Company Ltd.
- Chakrabarthy, B., & Chand, P. (2012). *Public Administration in a Globalising World: Theories and Practices*. Sage.
- Dhariwal, S., & Parnami, K. K. (2007). *Training, Civil Services and Personnel Administration*. Rawat.
- Fadia, P. B. L., & Fadia, D. K. (2011). *Public Administration: Administrative Theories and Concepts*. Sahithya Bhavan.
- Gajanan, R. P., & Sharma, A. (2011). *Public Administration: Today and Tomorrow*. Crescent.
- Goel, S. (1999). *Personnel Administration and Management: Concepts and Techniques*. Kanishka Distributors.
- Hazary, N. (2005). *Development Administration*. A.P.H. Corporation.
- Ivancevich, J. M. (2008). *Human Resource Management*. Tata Mc Graw Hills.
- Jitha, S. R., & Reinhart, P. (2014). *Higher Bureaucracy and Social Change*. Kalpaz.
- Jyothi, P., & Venkatesh, D. N. (2006). *Human Resource Management*. Oxford University Press.
- Marx, F. M. (1946). *Elements of Public Administration*. Prentice Hall of India.
- Mathur, K. (Ed.). (1996). *Development Policy and Administration*. Sage.
- Mutsuddi, I. (2010). *Essentials of Human Resource Management*. New Age International PVT LTD.
- Parashar, P. (1997). *Public Administration in the Developed World*. Sarup and Sons.
- Roy, J. G. (2006). *Right to Information: Initiatives and Impact*. Indian Institute of Public Administration.
- Sapru, R. K. (2007). *Public Policy Formulation, Implementation and Evaluation*. Sterling Pvt. Ltd.
- Srivasthara, K. S. (2007). *Public Administration in India*. APH Corporation.



### Course Outcomes

No.	Upon completion of the course the graduate will be able to	Cognitive Level	PSO addressed
CO-1	Understand the evolution as well as the nature of Public Administration and the recent trends in administration	U, An,	PSO1
CO-2	Understand and evaluate the principles and structures of public organization,	U,Ap,An,	PSO3
CO-3	Evaluate the features of Financial Administration in India, focusing on the Budgetary process and the role of CAG	Ap,An, E,	PSO3
CO-4	Explores transparency and accountability in administration through different initiatives in India	An, E,C	PSO7
CO-5	Analyze the implementation, impact, and challenges of e-Governance initiatives in Kerala through field study/ case study/workshops.	Ap, C	PSO10

**R-Remember, U-Understand, Ap-Apply, An-Analyse, E-Evaluate, C-Create**

*Note: 1 or 2 COs/module*

**Name of the Course: Essentials of Administration**

**Credits: 4:0:0 (Lecture: Tutorial: Practical)**

CO No.	CO	PO/PSO	Cognitive Level	Knowledge Category	Lecture (L)/Tutorial (T)	Practical (P)
CO-1	Understand the evolution as well as the nature of Public Administration and differentiate public and private administration and go through the recent trends in administration	PO2/PSO1	U, An,	F	L	-



CO-2	Develop the knowledge and skills necessary to understand, analyze, and contribute effectively to organizational design and management	PO1/PSO3	U,Ap,An,	P	L	-
CO-3	Understand the features of Financial Administration in India, focusing on the Budgetary process, the role of CAG and Niti Ayog	PO1/PSO3	Ap,An,E,	C	L	-
CO-4	Explores transparency and accountability in administration through different initiatives in India	PO2/PSO7	An, E,C	M	L	-
CO-5	Analyze the implementation, impact, and challenges of e-Governance initiatives in Kerala through field study/ case study/workshops.	PO2/PSO10	Ap, C	M		P

**F-Factual, C- Conceptual, P-Procedural, M-Metacogniti**



### Mapping of COs with PSOs and Pos

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8	PSO9	PSO10	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-
CO2		-	2	-		-	-	-	-	-	3	-	-	-	-	-	-	-
CO3	-	-	2	-		-	-	-	-	-	3	-	-	-	-	-	-	-
CO4	-	-	-	-	-	-	3	-	-	-	-	2	-	-	-	-	-	-
CO5	-	-	-	-	-	-	-	-	-	3	-	2	-	-	-	-	-	-

#### Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

#### Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Programming Assignments
- Final Exam

#### Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO1	✓	✓	-	✓
CO2	✓	✓	-	✓
CO3	✓	✓	-	✓
CO4	✓	✓	-	✓
CO5	✓	✓	-	✓

