



**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**

**PROGRAMME: B.A., LL.B (HONS.) FYIC**

**DETAILS OF COURSE OFFERED**

**ODD SEMESTER (VII) – ACADEMIC YEAR .....**

<b>SL. NO</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CR</b>	<b>CH</b>
<b>1</b>	<b>BL701.3</b>	<b>PUBLIC ADMINISTRATION</b>	<b>4 PER WEEK</b>	<b>1 PER WEEK</b>		<b>4</b>	

- A. CODE AND TITLE OF THE COURSE: BL701.3,  
POLITICALSCIENCE, MAJOR, SEMINAR PAPER-VII,  
PUBLIC ADMINISTRATION**
- B. COURSE CREDIT: 4 (TOTAL MARKS: 200)**
- C. MEDIUM OF INSTRUCTION: ENGLISH**
- D. COURSE COMPILED BY: SHANGKY KHONGWAR**
- E. COURSE INSTRUCTOR: SHANGKY KHONGWAR**

## **1. OBJECTIVES OF STUDY:**

- Public Administration purpose is to promote a superior understanding of government and its relationship with the society, it governs, as well as to encourage public policies more responsive to social needs and to institute managerial practices.
- This seminar paper has been incorporated with the aim of training the students to explore the discipline of Public Administration.
- In this seminar paper course, the aim is to train students to write terms papers, projects and assignments on specific themes connected to Public Administration.
- This seminar paper course also sets the platform for the students to engage in research activities.
- In the process of writing seminar paper on certain specific themes or topics on Public Administration, this seminar paper course also explores the possibilities of generating new ideas and knowledge.
- The objective of this course is to broaden the overall understanding of the students about Public Administration.

2. **TEACHING METHODOLOGY:** National Law University and Judicial Academy, Assam has framed its own teaching methodology to train its students in learning and understanding of political aspects and issues. The teaching pedagogy followed is normally the combination of lectures and intense discussions in the class. But this seminar paper is not purely based on lecture method. In this seminar paper course, students will be required to engage in seminars, group discussions, dialogues and debates for which topics and themes will be assigned well in advance. Assignments, projects and term papers will be also assigned to the students as a part of the seminar paper course. In this course, students are strongly encouraged to do independent research on their respective assignments.

Students are advised to carry out original research works while writing their seminar papers.

### 3. COURSE LEARNING OUTCOMES:

- On the completion of this course, the students are expected to understand the nuances of writing seminar paper.
- Students will be in the position to explore various facets of Public Administration through this seminar paper.
- Students will be able to understand several dimensions of Public Administration.
- They will also come across the complexities and unique facets of Public Administration.
- Students will be able to master the art of writing research paper on Public Administration.
- Moreover, this seminar paper will expose students to the realm of original research activities.
- Through this course, students will be at home with the art of writing a seminar paper exploring the burning issues in Public Administration.

### 4. COURSE EVALUATION METHOD

The Course shall be assessed for 200 marks. The Evaluation scheme would be as follows:

Internal assessment: 70% (140 marks)

Practical Component: 30% (60 marks)

Sl. No.	Internal Assessment	
1.	Seminar Paper Write up	80 marks
2.	Final Presentation	50 marks
3.	Attendance in class	10 marks
Practical Component		
4.	Work in Progress	30 marks
5.	Practical Assesment (Group Discussions/Peer teaching/etc)	30 marks

### 5. DETAILED STRUCTURE OF THE COURSE (SPECIFYING COURSE MODULES AND SUB-MODULES)

#### MODULE I

Nature, Scope and Theories Of Public Administration:

Meaning, Definition, Evolution & Growth

Significance of Public Administration

Scientific Management Theory and Classical Theory

Human Relation Theory and Bureaucratic Theory

## **MODULE II**

Principles Of Organization:

Hierarchy

Unity of CommandSpan

of Control Authority

Centralized & decentralized administration

## **MODULE III**

Structure of Organization:

Meaning of Chief Executive Types of

Chief Executive Functions of the

Chief ExecutiveLine,Staff &

Auxiliary Agencies

Departments, Boards & Commissions

## **MODULE IV**

Administration:

Budget -Meaning, Characteristics, Types

Preparation & Execution of Budget

Controls over Public Administration:- Legislative control

Executive control

Judicial control

## **6. PRESCRIBED READINGS:**

Rumki Basu, *Public Administration- Concepts & Theories*, Sterling Publishers, 2012

Mohit Bhattacharya, *New Horizons of Public Administration*, Jawahar Publishers & Distributors, 2009

Awasthi & Maheshwari, *Public Administration*, Pub-Laxmi Narayan Aggarwal Agra.

B.L. Phadia & Kuldeep Phadia, *Public Administrative / Administrative Theories & Concept*.

Surinder Kataria, *Administration, Theory & Management*.

Rhodes, R.A.W. *Public Administration and Policy Analysis*, Aldershort.

Chaturvedi (Edited), *Comparative Public Administration*, Eurasia Publishing House, NewDelhi.

Leonard D. White, *Public Administration*, Eurasia Publishing House, New

Delhi. Bellone, Carl .J. *Organisation Theory and the New Public*

*Administration*, BostonKriesberg, Martin (ed), *Comparative Administration*

*Theory*, Washington.