

## PBA112:ELEMENTS OF PUBLIC ADMINISTRATION

L:3 T:1 P:0 Credits:4

**Course Outcomes:** Through this course students should be able to

- CO1 :: define the fundamentals of public administration
- CO2 :: describe the evolution of public administration
- CO3 :: interpret the basic concepts and principles of organization
- CO4 :: analyze the various aspects of administrative behaviour
- CO5 :: appraise the structure of organizational administration
- CO6 :: construct the research acumen related with the recent trends in public administration

### Unit I

**Introduction** : meaning, nature, scope, significance, public administration & private administration

### Unit II

**The evolutionary perspective** : stages in the evolution, new public administration, new public management, public choice approach

### Unit III

**Organization: basic concepts & principles** : meaning & types, hierarchy, span of control, unity of command, centralization and decentralization, supervision

### Unit IV

**Organisational behaviour** : decision-making, leadership, communication, coordination, motivation, morale

### Unit V

**Structure of Administration** : chief executive, line and staff agencies, department, public-corporation, independent regulatory commission, delegation

### Unit VI

**Recent trends in public administration** : good governance, e-governance, citizen's charter, generalist vs specialist

### Text Books:

1. ELEMENTS OF PUBLIC ADMINISTRATION by B. L. FADIA & KULDEEP FADIA,, SAHITYA BHAWAN PUBLICATIONS

### References:

1. PUBLIC ADMINISTRATION THEORY & PRACTICE by SAHIB SINGH, SWINDER SINGH,, NEW ACADEMIC PUBLISHERS
2. PUBLIC ADMINISTRATION: CONCEPTS AND THEORIES by RUMKI BASU, STERLING PUBLISHING