

PBA115:INTRODUCTION TO PUBLIC ADMINISTRATION

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

Course Outcomes: Through this course students should be able to

- CO1 :: state the basic concepts of Public Administration
- CO2 :: discuss the evolution and growth of Public Administration as a discipline
- CO3 :: interpret the basic concepts and principles of Public Administration
- CO4 :: contrast line, staff and auxiliary agencies in an Organization
- CO5 :: appraise the various aspects of administrative behavior
- CO6 :: develop the research acumen regarding control over the administration

Unit I

Introduction : public administration- meaning, nature, scope & significance, public and private administration, public administration an art or a science, evolution and present status of the discipline

Unit II

Growth and Trends in Public Administration : new public administration- minnowbrook conferences-I, II,& III, public choice theory, new public management, new public service

Unit III

Organization - Basic Concepts & Principles : meaning, basis & forms, division of work, hierarchy, unity of command, span of control, authority, power and responsibility, centralization and decentralization, delegation

Unit IV

Structure of Organization : chief executive, line, staff and auxiliary agencies, department, public company, public-corporation, independent regulatory commission

Unit V

Administrative Behaviour : coordination, communication, leadership, supervision, decision-making

Unit VI

Control over Public Administration : control, accountability and administrative responsiveness, overview of legislative, executive, judicial, and citizen control over administration

Text Books:

1. PUBLIC ADMINISTRATION by DR. AMRESHWAR AVASTHI AND DR. SHRIRAM MAHESHWARI, LAKSHMI NARAIN AGARWAL

References:

1. PUBLIC ADMINISTRATION by BL FADIA & KULDEEP FADIA, SAHITYA BHAWAN PUBLICATIONS
2. PUBLIC ADMINISTRATION: CONCEPTS AND THEORIES by S P NAIDU, NEW AGE INTERNATIONAL
3. PUBLIC ADMINISTRATION IN THE 21ST CENTURY by RUMKI BASU, MANOHAR PUBLISHERS & DISTRIBUTORS