

PUBLIC ADMINISTRATION SEMESTER I AND II

PROGRAM OBJECTIVES:

- Expose Learners to various theories and perspectives in Administration
- Provide a comprehensive knowledge of the basic concepts and importance of Public Administration.
- Understand policies and frameworks and the interface between Economy, Political and Social Administration, Management, Law and Sociology
- Develop the student's ability to understand and appreciate the importance of governance and understand the difference between Governance and Administration
- Develop in students an inclusive approach in Administration
- Develop the ability to comprehend and analyze the perspectives of Administration and public perception
- Develop students for responsible citizens
- Enable practical and experiential learning through mock administration in constructed context

PROGRAM LEARNING OUTCOMES

- Be equipped with necessary knowledge to understand the core mechanism of Public Administration
- Be able to interpret and apply Public Administration concepts, ideas, and notions on political processes and developments
- Demonstrate the ability to apply decision making, leadership and professional skills required for Public Administration
- Have a basic understanding of how to apply a critical perspective on the study of Politics and Administration
- Have a comprehensive understanding of objectives in policy matters
- Learn practically to understand the objectives behind policy frameworks and the process of implementation in mock context or through case studies
- Be prepared for a career in Public Administration in the Civil Services

JYOTI NIVAS COLLEGE AUTONOMOUS
SEMESTER I - DSC - 1
BASIC CONCEPTS OF PUBLIC ADMINISTRATION

NO OF HOURS: 45

COURSE OBJECTIVE:

This course will aim at creating awareness about the evolution and growth of the discipline. To make students learn about basic principles and approaches of Public Administration. To give theoretical clarity of basic concepts.

LEARNING OUTCOMES:

At the end of the course the students shall understand -

- To explain the basic concepts of Public Administration.
- The functioning of organizations (Public & Private).
- Paradigm shift from Government to Governance

UNIT – I

15 HOURS

Chapter -1 Meaning, Nature, Scope, Dimensions and Significance of the discipline, Relation of Public Administration with Political Science, Public and Private Administration, Evolution of Public Administration

Chapter -2 Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance

Chapter-3 New Public Service (NPS), Feminist Perspectives

UNIT – II

15 HOURS

Chapter-4 Meaning, Basis and Forms of Organizations

Chapter- 5 Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination

Chapter- 6 Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

UNIT – III

15 HOURS

Chapter-7 Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies; Headquarter, Field relationships.

Chapter-8 Decision Making; Communication

Chapter-9 Leadership; Accountability

EXERCISE:

1. Students can visit government offices in their respective places.
2. Students must work for one day in any government office in their locality.
3. Debates can be conducted for students.
4. Students will interview public officials.
5. Role play

SUGGESTED READINGS:

1. Bhattacharya, Mohit, Public Administration. World Press: Calcutta,2000.
2. Bhattacharya, Mohit, Public Administration: Issues and Perspective.
3. Jawahar Publishers and Distributors: New Delhi,2012
4. Chakrabarty, Bidyut and Chand, Prakash, Public Administration in a Globalizing, World: Theories and Practices. Sage: New Delhi, 2012

5. Nigro, Felix A, and Nigro, Lloyd G, Modern Public Administration (7th Edition) Harper Collins: New York, 1988.
6. Osborne, D and Gaebler, T, Reinventing Government. Penguin Press: New York, 1992. Osborne, David and Gaebler, Ted, Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. Addison Wesley: New York, 1992.
7. Ostrom, Elinor, Governing the Commons: The Evolution of Institutions for Collective Action. Cambridge University Press: Cambridge, 2015.
8. Pfiffner, J M, Administrative Organization. Prentice Hall: New York, 1960.
9. Raadschelders, Jos C N, Public Administration: The Interdisciplinary Study of Government. Oxford University Press: New York, 2011.
10. Denhardt, Janet V and Denhardt, Robert B, The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York, 2015.
11. Drucker, Peter F, Management: Tasks, Responsibilities, Practices. Harper Collins: New York, 1903
12. Drucker, Peter F, The Essential Drucker. Harper Collins: New York, 2008.
13. Dunleavy, P, Democracy, Bureaucracy and Public Choice. Harvester Wheatsheaf: Aldershot U, 1992.
14. Fesler, James W, Elements of Public Administration. Read Books: Worcestershire, UK, 2007. 13. Ghuman, B.S, New Public Management: Theory and Practice, Indian Journal of Public Administration, Vol.XLII, No. 4, 2001.
15. Goodnow, Frank J, Politics and Administration: A Study in Government Originally published by MacMillan in 1900, Fifth Printing. Transaction Publishers: New Brunswick, New Jersey, 2009.
16. Medury, Uma, Public Administration in the Globalization Era -The New Public Management Perspective. Orient Blackswan: New Delhi, 2010.
17. Laxmikanth, M, Public Administration. Tata McGraw: New Delhi, 2011.
18. Henry, Nicholas, Public Administration and Public Affairs (13th Edition). Taylor and Francis, New York, 2013.
19. Hood, Christopher and Dixon, Ruth, A Government That Worked Better and Cost Less?: Evaluating three Decades of Reform and Change in UK Central Government. Oxford University Press: Oxford, 2015.