

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

Programme: B.A.

Semester: I

**PUBLIC ADMINISTRATION - PAPER II
ELEMENTS OF PUBLIC ADMINISTRATION**

Course Code: 18IPA1

No. of Hours: 75

COURSE OBJECTIVES

- To introduce the subject and understand its evolution.
- To understand different kinds of administration.
- To understand basic principles and elements of Public Administration.
- To know kinds of personnel in the Government.

LEARNING OUTCOME

- Understand the subject 'Public Administration' and its foundation.
- Analyze functioning of Public and Private Administration.
- Knowledge to mobilize and effective use of resources to organize any programmes.
- Critically understand the functioning of Chief Executive of the Government.

UNIT 1: PUBLIC ADMINISTRATION

16 HRS

- Evolution, Meaning, Nature, Scope, Significance of Public Administration.
- Its relations with Political Science, Economics and Law.

UNIT 2: ADMINISTRATION

14 HRS

- Public and Private Administration.
- New Public Administration.
- New Public Management.
- Comparative Administration.

UNIT 3: ORGANIZATION

17 HRS

- Meaning and Basis of Organization.
- Principles of Organization -
 - Hierarchy
 - Span of Control
 - Co-ordination
 - Supervision and Control
 - Communication
 - Decentralization and Delegation

UNIT IV: FORMS OF ORGANIZATION

13 HRS

- Formal and Informal Organizations.
- Department.
- Board.
- Corporation and Commission.
- Independent Regulatory Commission.

UNIT V: CHIEF EXECUTIVE

15 HRS

- Meaning and Role.
- line, Staff and Auxiliary Agencies.
- Public Relations - Meaning, Means and Significance.

ASSIGNMENT: Individual assignment on any one Principles of Organization or forms of organization.

REFERENCES

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3. Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behaviour. The World Press Private Ltd.: Calcutta.
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5. Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.
6. Nicholas, Henry. 2006. Public Administration and Public affairs. Prentice Hall: New Jersey.
7. Nigro, Felix A. and Nigro, Lloyd G. 1980. Modern Public Administration. Harper and Row: New York.
8. Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.). Sterling Publishers: New Delhi.
9. Pugh, D.S. (Ed). 1985. Organisation Theory Selected Readings. Penguin Books: Middlesex, England.
10. Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
11. Taylor F.W. 1947. Scientific Management. Harper and Row: New York.
12. Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shils and Henry A Finch. The Free Press: New York.
13. White, L.D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.
