

# Government Degree College, Baramulla

SEMESTER 1<sup>st</sup>

MAJOR / MINOR COURSE

## Subject: Public Administration

Title: **Basic Concept & Principles**

Code: BPA22C101

Credit: Theory 04; Tutorial: 02

Contact Hours: 64 (Th) + 32(Tu)

**Course Description:** *The course is introductory in nature with focus primarily on the Meaning & Evolution of Public Administration as an Academic Discipline. It also provides a Conceptual Understanding of some of the basic Principles of Organization & major Perspectives to sharpen students path towards the more advanced theoretical debates in Subsequent Semesters. Further the Tutorials are designed to complement theory with Practice.*

### **Learning Outcome:**

**After completing the course students shall be able to**

1. Appraise the basic conceptual and theoretical perspectives in Public Administration.
2. Assess the relationship between Public & Private Administration.
3. Relate concepts to daily experiences of people with their administrative system
4. Bridge gap between theory and practice of Public Administration
5. Enhance skill and job potential of students.

## **THEORY (04 CREDITS)**

### **UNIT I Introduction to Public Administration**

**16 Contact Hours**

- 1.1 Meaning, Nature, Scope & Significance of Public Administration.
- 1.2 Approaches to the Study of Public Administration: Philosophical, Historical, Legal, Behavioural and Case Method.
- 1.3 Evolution of Public Administration (Contributions of Woodrow Wilson, Robert T. Golembieswki & Nicholas Henry)
- 1.4 Public Administration & Private Administration: Similarities & Differences.

### **UNIT II Organization & its Principles**

**16 Contact Hours**

- 2.1 Organization: Bases, Importance & Features.
- 2.2 Formal & Informal Organizations.
- 2.3 Principles of Organization I : Division of Work, Hierarchy, Coordination, Unity of Command and Span of Control
- 2.4 Principles of Organization II : Authority and Responsibility, Delegation, Centralization, Decentralization, Line & Staff Agencies.

### **UNIT III Emerging Perspectives-I**

**16 Contact Hours**

- 3.1 New Public Administration
- 3.2 Minnowbrook I & Minoowbrook II
- 3.3 Public Choice Approach
- 3.4 State Vs Market Debate.

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## UNIT IV Emerging Perspectives-II

16 Contact Hours

- 4.1 New Public Management
- 4.2 New Public Service
- 4.3 Minnow brook III
- 4.4 Concept of Governance & Good Governance

### TUTORIALS: 2 CREDITS

#### Unit I: Public Vs Private Administration

- a) Working of Public & Private Organization.(Field Study Report)

#### Unit II: Good Governance: Debate & Presentation

- a) Issues & Challenges of Good Governance
- b) Initiatives of Good Governance in your District.

#### SUGGESTED READINGS:

1. Avasthi &Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
2. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
3. Public Administration, Concepts & Theories, Rumki Basu
4. Donald Menzel and Harvey White (eds) (2011) The State of Public Administration: Issues, Challenges and Opportunities, New York, M.E. Sharpe.
5. Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
6. Jan – Erik Lane (2000) New Public Management: An Introduction, Routledge, London.
7. Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
8. O’Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, GeorgeTown University Press, D.C. .
9. UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
10. Wilson Woodrow, ‘The Study of Administration’ Political Science Quarterly 2 (June 1987).