

DSC -1 -ELEMENTS OF PUBLIC ADMINISTRATION

Course Description: This paper covers basic principles of public administration. The objective is to provide the students with basic knowledge regarding principles of administration. Students can acquire a basic understanding regarding the concepts of public administration.

Unit -I

Public Administration: Meaning Nature, Scope, Public Administration in a Globalized world, Methods of Study, Difference between Public and Private Administration

Unit-II

Concepts : Formal and Informal Organization, Line and staff Agencies, Head Quarter and Field Relations.

Principles of Public Administration - Hierarchy, Unity of Command, Span of Control, Delegation, Co-ordination, Delegated Legislation, Administrative adjudication

Unit- III

Theories: Approaches to Public Administration: New Public Administration, New Public Management, Good Governance, Third Minnowbrooke Perspective

Suggested Readings

1. Avasthi and Maheswari, "Public Administration", Agra, Laxmi Narayan Agarwal, 1988.
2. Mohit Bhattacharya "Public Administration", World Press (Second Edition, 1991)
3. B.L. Fadia and Kuldeep Fadia, "Public Administration: Administrative Theories and Concepts", Agra, Sahitya Bhawan, 2014.
4. Rumki Basu, "Public Administration: Concepts and Theories" New Delhi, Sterling Publishers, 2011.