



CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar-190008

UG- Ist Semester (NEP)

Subject: - Public Administration

Course Title: Introduction to Public Administration (Minor)

Course Code: UGPUB22N101

Contact Hrs: 60 (Theory: 45, Tutorial: 15)

Total Credits: 04 :(Theory: 03; Tutorial/Practical = 01)

Max. Marks: 100

Theory External: 75

Tutorial (Internal): 25 Marks

Objectives and Learning Outcomes: This course is designed with the objective to develop an understanding among the students about the evolution and growth of the discipline of Public Administration. It provides a foundation for the students to understand the basics of this emerging discipline. The students of this course will also be able to learn about the basic principles of Public Administration and various approaches to study this discipline. It is expected that the course would provide students theoretical clarity of basic concepts and dynamics related to Public Organizations.

Unit I.	Public Administration as a Discipline
	a) Meaning, Nature, Scope and Significance of Public Administration. b) Evolution of Public Administration; Minnowbrook Conferences (I& II) c) Public and Private Administration: Differences and Similarities d) State versus Market Debate
Unit II.	Organization and its Principles
	a) Organization: Meaning, Basis and Forms of Organizations. b) Principles of Organization: Division of Labour, Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, c) Supervision and Control, Centralization, Decentralization and Delegation d) Line Agencies, Staff Agencies and Auxiliary Agencies; Headquarters e) and Field Relationships
Unit III.	Growth and Trends Developments
	a) New Public Administration b) New Public Management c) New Public Service (Denhardt Paradigm) d) Good Governance; Minnowbrook Conference III
Tutorials	
	Assignment/Group Discussions/Presentation/Quiz/Book Review/Field Survey (Followed by Viva-Voce)
Unit IV.	a) Debate on Public Administration as an Art or Science b) Group Discussion on relationship of Public Administration with various disciplines c) Gender and Public Administration d) Approaches to the Study of Public Administration

Suggested Readings:

- Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal:Agra
- Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal:Agra
- Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers:New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
- Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut
- Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
- Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta
- Bhattacharya, Mohit (2012) Public Administration: Issues and Perspective. Jawahar Publishers and Distributors: New Delhi
- Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, NotSteering (4th Edition). Routledge: New York
- Fesler, James W (2007) Elements of Public Administration. Read Books:Worcestershire, UK
- Ghuman, B.S. (2001) New Public Management: Theory and Practice, Indian Journal of Public Administration, Vol. XLVII, No. 4, pp.769-779
- Golembiewsky, R. T. (1977) Public Administration as a Developing Discipline –Part 2.Marcel Dekker: New York
- Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor andFrancis: New York
- Laxmikanth, M (2011) Public Administration. Tata McGraw: New Delhi
- Medury, Uma (2010) Public Administration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi
- Osborne, D and Gaebler, T (1992) Reinventing Government. Penguin Press: New York
- Polinaidu, S (2004) Public Administration. Galgotiya Publications: New Delhi
- Sharma, M P and Sadana, B L (2000) Public Administration in Theory and Practice. Kitab Mahal: New Delhi