

**ANDHRA KESARI UNIVERSITY**



**MINOR**  
**Subject: Public Administration**

**w.e.f. AY 2023-24**

**COURSE STRUCTURE**

<b>Semester</b>	<b>Course Number</b>	<b>Course Name</b>	<b>No. of Hrs/Week</b>	<b>No. of Credits</b>
<b>Semester-II</b>	1	Introduction to Public Administration	4	4

## SEMESTER-II

### COURSE 1: INTRODUCTION TO PUBLIC ADMINISTRATION

Theory

Credits: 4

4 hrs/week

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#### Learning outcomes

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

#### UNIT – I

**Public Administration as a Discipline:** Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public and Private Administration. Evolution of Public Administration, Minnowbrook Conferences (I, II & III)

#### UNIT – II

**Growth and Trends in Public Administration:** New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance.

#### UNIT – III

**Organization and its Principles:** Organization: Meaning, Basis and Forms of Organizations. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

#### UNIT-IV

**Chief Executive:** Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies.

#### UNIT-V

**Administrative Behaviour:** Decision Making, Communication, Leadership-Types and Functions.

#### Recommended Readings:

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

Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New  
York

Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th  
Edition). Routledge: New York

### **Suggested Co-Curricular Activities**

- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on Administration
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Executives and Peoples Representatives.



ANDHRA KESARI UNIVERSITY-ONGOLE, PRAKASAM DISTRICT  
B.A. Honours in Public Administration - Minor Programme from the Year 2023-24 Onwards  
Course 1-Introduction to Public Administration, Semester-II

Time: 3 Hours

Total Marks: 75

SECTION -A

Answer any five of the following out of Ten questions

5X5=25 Marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(Note: Each unit Carrying two Questions)

SECTION -B

Answer the following

5X10=50 Marks

Unit-I

11a.

or

11b.

Unit-II

12a

or

12b

Unit-III

13a

or

13b

Unit-IV

14a

or

14b

Unit-V

15a

or

15b

