



ANDHRA KESARI UNIVERSITY :: ONGOLE

Model Syllabus for Public Administration (Minor) in consonance with
Curriculum framework w.e.f. AY 2025-26

COURSE STRUCTURE

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
II	III	1	Introduction to Public Administration	4	4
	IV	2	Theory of Public Administration	4	4
III	V	3	Public Relations and Communications Skills	4	4
		4	Social Welfare Administration	4	4
	VI	5	Public Policy	4	4
		6	Administrative Law	4	4

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SEMESTER-III

COURSE 1: INTRODUCTION TO PUBLIC ADMINISTRATION

Theory

Credits: 4

4 hrs / week

Learning outcomes

Awareness about the evolution and growth of the discipline of Public Administration.

Learning of basic principles and approaches of Public Administration.

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

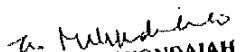
Administrative Behaviour: Decision Making, Communication, Leadership-Types and Functions.


Recommended Readings:


Avasthi, A and Maheshwari, SR (2013) Public Administration. Lakshmi Narain Agarwal: Agra
Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi


Bhagwan, Vishnuo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). 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 (13th Edition). 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


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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


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SEMESTER-IV

COURSE 2: THEORIES OF PUBLIC ADMINISTRATION

Theory

Credits: 4

4 hrs / week

Learning outcomes

1. Understanding the theoretical background of public administration.
2. Understanding the contributions of different social science thinkers to the theory of public administration.
3. Learning that public administration function in an environment.

UNIT-I

Classical Approaches: Classical Approaches-Henry Fayol, Luther Gullickand Lyndal Urwick
Scientific Management Approach- F.W.Taylor.

UNIT-II

Bureaucratic Approach: Bureaucratic Approach-Max Weber and Karl Marx Human
Relations Approach: Elton Mayo.

UNIT-III

Behavioral Approach: Behavioural Approach- H.A.Simon
Socio-Psychological Approach: Hierarchy of Needs: Abram Maslow. Theory X and Theory Y-
Douglas Mc Gregor.

UNIT-IV

Ecological Approach: Comparative PublicAdministration Ecological Approach – F.W. Riggs

UNIT-V

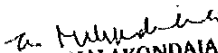
Systems Approach: Systems Approach, Development Administration.

Recommended Readings:


1. *Prabutva Palana Sastram: Bhavanalu, Siddantalu, Telugu Academy*
2. *D. Raveendra Prasad and Y.Parthasarathi (EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad(2011)*
3. *Avasthi, Amareswar and Maheswari, Sri Ram, Public Administration (30th)Edition, Lakshmi Narayana Agrawal, Agra. 2010.*
4. *Rumki Basu, Public Administration concepts and theories (5threvised) Publishers, New Delhi 2004.*
5. *Nicholas, Henry, Public Administration and public affairs (10th) Edition, PHI, New Delhi2007.*


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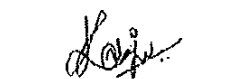
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