

Sri Venkateswara University
(w. e. f. Academic Year 2023-24) **Major**
Programme: **B.A. Honours in Public Administration**
I Year B. A. (Hons) - SEMESTER – II

Paper III: **INTRODUCTION TO PUBLIC ADMINISTRATION**

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 Administration and Private Administration.

Evolution of Public Administration, Minnow brook 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:

1. Avasthi and Maheshwari, SR(2013)Public Administration. Lakshmi Narain Agarwal: Agra
2. Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers:Delhi
3. Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
4. Bhambri, C. P. (2010) Public Administration Theory and Practice (21stEdition). EducationalPublishers: Meerut
5. Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
6. Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta
7. Henry, Nicholas (2013). Public Administration and Public Affairs (13th Edition). Taylor and Francis: New York
8. 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

Syllabus Recommended by: Board of Studies in Political Science (Pass/Combined), SVU.

Chairman: A. Nageswara Rao, Lecturer in Political Science, Govt. Degree College Puttur.

Members: 1. Smt. K. Saikumari, Lecturer in Political Science, SPW Degree College Tirupati.

2. N. Suresh Kumar, Lecturer in Political Science, S.V. Arts College, Tirupati.

3. T. Sreenath, Lecturer in Political Science, S.V. Arts College, Tirupati.

4. B. Nagarathnam Reddy, Lecturer in Political Science, SVCR Govt. Degree College Palamaner

5. A. Adhisekhar Reddy, Lecturer in Political Science, Government Degree College, Pakala

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Paper- IV: INDIAN ADMINISTRATION

Learning outcomes

1. Knowledge about the evolution and growth of Indian Administration.
2. Familiarity with the constitutional framework on which Indian Administration is based.
3. Grasping the role of Union Executive
4. Understanding the in-built control mechanisms over constitutional bodies in particular, administration in general.
5. Delineating the constitutional provisions and dynamics of union - state relationships
6. Awareness about the institutions and mechanism in force for citizen- state interface.

UNIT – I: Evolution & Constitutional Framework:

Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT – II: Union Government:

President; Prime Minister and Council of Ministers; Vice- President: Central Secretariat.

UNIT – III: State Government:

Governor, Chief Minister and Council of Ministers, State Secretariat

UNIT – IV: Constitutional Institutions, Union State Relations & Control over Administration:

Election Commission of India; Union Public Service Commission; Union State Relations(Legislative, Executive and Financial)

UNIT – V: Citizen and State Interface:

Citizen's Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lokpal and Lokayukta.

Recommended Readings:

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). LexusNexus: New Delhi
4. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
5. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
6. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
7. Palmer, N D (1961) Indian Political System. George Allen and Unwin: London
8. Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta
9. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
10. Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur

Suggested Co-Curricular Activities:

1. Invited Lectures
2. Case study analysis.
3. Debates on Structure of offices
4. Seminars, Group Discussions, Quiz, etc.
5. Assignments
6. Periodical interactions with Executives.

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