

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

Paper I: **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 (13<sup>th</sup> 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