



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow

270
Letter No.....DPA/BBAU/2020

Date :18/11/2020

Department of Public Administration

The Department of Public Administration offer Open Elective Course titled "Basic of Public Administration" under Choice Based Credit System (CBCS). This course can be opted by Post Graduate students of the University. For details consult Student Advisor.

Students Advisor:

- Dr. Vibhooti Narayan
Assistant Professor
Department of Public Administration

Head

Department of Public Administration
ASSS, BBAU, Lucknow

प्रो० रिपु सूदन सिंह
Prof. Ripu Sudan Singh
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Deptt. of Public Administration
बी.बी.ए.यू. लखनऊ / B.B.A.U. LKO.

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MPA (CBCS) 104: Basics of Public Administration

Course Code	MPA(CBCS) 104
Course Title	Basics of Public Administration
Course Credit	4
Course Hours	40-48 hours
Type of Paper	CBCS

Course Objectives:

This course intends to familiarize students with the basic concepts of Public Administration and Governance. It also aims to acquaint students with the contemporary discourse, approaches, issues and concerns along with changing dynamics of public administration.

Pedagogy: Lectures, Demonstrations, Paper/Assignment, Presentations, Book Reviews & Seminars

Course Content

Unit -I

- Public Administration- Meaning, Nature and Scope
- Evolution of Public Administration
- Changing dynamics of Public Administration

Unit-II

- Principles of Organization: Hierarchy, Span of Control,
- Unity of command, Authority, Power, Responsibility,
- Delegation, Supervision, Line, Staff and Auxiliary Agencies.

Unit-III

- Administrative Theories: Scientific Management,
- Bureaucratic Theory
- Human Relations Theory
- Behavioral Theory

Unit-IV

- New Public Administration,
- New Public Management
- Good Governance


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Suggested Readings:

- Avasthi&Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra
- Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.
- Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London
- Barnard, Chester(1969), The Functions of Executive, Cambridge, Harvard University Press
- Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.
- Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business.
- Frank Marini, (1971). Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.
- Henry Fayol,(1957). General and Industrial Management, Issac Pitman, London
- Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.
- Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York
- Luther Gulick&LyndallUrwick (eds.)(1937), Papers on Science of Administration, New York Institution of Public Administration, New York.
- Ahmad M.R., Management Orientation in Contemporary Public Administration: An Analysis, ShodhDrishti : An International Refereed Research Journal, Vol.7, No.3, April-June,2016, Pp.149-156.
- Ahmad, M.R., Public Administration in the Era of Globalisation : From Government to Governance, and From Managerialism to Public Service Management, POLITICS; A UPJP Journal of Social Sciences, Vol.VIII, No. 10& 11, July-December2015 and January- June 2016, Pp.1-16.
- Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.)(2013), Administrative Thinkers, Sterling, New Delhi.
- Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003