

**Teaching Manual**

**Department of Public Policy and Public Administration**

**Central University of Jammu**

**Course No: MPPA-101**

**Title: Introduction To Public Administration**

**Total Credits: 4**

**Total Lectures= 44**

|                   | <b>Day/<br/>Week</b> | <b>Title of Topic to be<br/>taught</b>  | <b>No. of<br/>Hours/ Days<br/>per topic</b> | <b>Suggested Readings</b>   |
|-------------------|----------------------|---|---|---|
| <b>I<br/>Week</b> | <b>I</b>             | Meaning, Nature of Public Administration- Wider View, Narrow View, Integral View, managerial View, Classical View, modern View, Scope of Public Administration- POSDCORB View, Subject Matter View, Significance of Public Administration | 4 Lectures                                  | Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra<br><br>Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. |
|                   | <b>II</b>            |   |   |   |
|                   | <b>III</b>           |   |   |   |
|                   | <b>IV</b>            |   |   |   |
|                   | <b>V</b>             | <b>Seminar/Assessment</b>   | 1 Hour                                      |   |

|                    | <b>Day/<br/>Week</b> | <b>Title of Topic to be<br/>taught</b>  | <b>No. of<br/>Hours/<br/>Days per<br/>topic</b> | <b>Suggested Readings</b>   |
|--------------------|----------------------|---|---|---|
| <b>II<br/>Week</b> | <b>I</b>             | Meaning and Limbs of State, Evolution of Public Administration and its present status | 4 Lectures                                      | Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.<br><br>Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. |
|                    | <b>II</b>            |   |   |   |
|                    | <b>III</b>           |   |   |   |
|                    | <b>IV</b>            |   |   |   |
|                    | <b>V</b>             | <b>Seminar/Assessment</b>   | 1 Hour  |   |

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|-----------------|--------------|--|------------------------------|---|
| <b>III Week</b> | <b>I</b>     | The views of Woodrow Wilson and F. J. Goodnow on Politics And Administration Dichotomy | 4 Lectures                   | Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887)<br><br>Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003 |
|                 | <b>II</b>    |  |                              |   |
|                 | <b>III</b>   |  |                              |   |
|                 | <b>IV</b>    |  |                              |   |
|                 | <b>V</b>     | <b>Seminar/Assessment</b>  | 1 Hour                       |   |

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|----------------|--------------|---|------------------------------|---|
| <b>IV Week</b> | <b>I</b>     | Globalization, Impact of globalisation on Administration and Effects of globalization | 4 Lectures                   | Sharma M.P. Sadana B.L. and Kaur Harpreet, Public Administration in theory and Practice |
|                | <b>II</b>    |   |                              |   |
|                | <b>III</b>   |   |                              |   |
|                | <b>IV</b>    |   |                              |   |
|                | <b>V</b>     | <b>Seminar/Assessment</b>   | 1 Hour                       |   |

|               | Day/<br>Week | Title of Topic to be taught  | No. of Hours/ Days per topic | Suggested Readings  |
|---------------|--------------|--|------------------------------|---|
| <b>V Week</b> | <b>I</b>     | Classical Approach- Bureaucratic Theory, Scientific Management Theory, Administrative Theory | 4 Lectures                   | Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.),( 2013), Administrative Thinkers, Sterling, New Delhi. |
|               | <b>II</b>    |  |                              |   |
|               | <b>III</b>   |  |                              |   |
|               | <b>IV</b>    |  |                              |   |
|               | <b>V</b>     | <b>Seminar/Assessment</b>  | 1 Hour                       |   |

|                | Day/<br>Week | Title of Topic to be taught   | No. of Hours/ Days per topic | Suggested Readings  |
|----------------|--------------|---|------------------------------|---|
| <b>VI Week</b> | <b>I</b>     | Human Relations theory or Neo-Classical Theory, Behavioural Approach of Public Administration | 4 Lectures                   | Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.),( 2013), Administrative Thinkers, Sterling, New Delhi. |
|                | <b>II</b>    |   |                              |   |
|                | <b>III</b>   |   |                              |   |
|                | <b>IV</b>    |   |                              |   |
|                | <b>V</b>     | <b>Seminar/Assessment</b>   | 1 Hour                       |   |

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|---------------------|--------------|--|------------------------------|--|
| <b>VII<br/>Week</b> | <b>I</b>     | Ecological Approach, Division of Work and Coordination Hierarchy the Scalar Chain, Unity of Command and Span of Control, Delegation, | 4 Lectures                   | Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra & Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. |
|                     | <b>II</b>    |  |                              |  |
|                     | <b>III</b>   |  |                              |  |
|                     | <b>IV</b>    |  |                              |  |
|                     | <b>V</b>     | <b>Seminar/Assessment</b>  | 1 Hour                       |  |

|                      | Day/<br>Week | Title of Topic to be taught   | No. of Hours/ Days per topic | Suggested Readings   |
|----------------------|--------------|---|------------------------------|--|
| <b>VIII<br/>Week</b> | <b>I</b>     | Centralisation and Decentralisation, Line Agencies and Staff Agencies; their types, Administrative Planning | 4 Lectures                   | Fadia and Fadia, Public Administration Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra |
|                      | <b>II</b>    |   |                              |  |
|                      | <b>III</b>   |   |                              |  |
|                      | <b>IV</b>    |   |                              |  |
|                      | <b>V</b>     | <b>Seminar/Assessment</b>   | 1 Hour                       |  |

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|--------------------|--------------|--|------------------------------|---|
| <b>IX<br/>Week</b> | <b>I</b>     | Leadership, Styles of leadership, Theories of Leadership and Supervision, Communication meaning, essential features, channels of communication barriers of effective communication and Public Relation | 4 Lectures                   | Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi. & Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra |
|                    | <b>II</b>    |  |                              |   |
|                    | <b>III</b>   |  |                              |   |
|                    | <b>IV</b>    |  |                              |   |
|                    | <b>V</b>     | <b>Seminar/Assessment</b>  | 1 Hour                       |   |

|                   | <b>Day/<br/>Week</b> | <b>Title of Topic to be<br/>taught</b>  | <b>No. of<br/>Hours/ Days<br/>per topic</b> | <b>Suggested Readings</b>   |
|-------------------|----------------------|---|---|---|
| <b>X<br/>Week</b> | <b>I</b>             | Public Accountability<br>and Social<br>Accountability, New<br>Public<br>Administration:<br>Minnowbrook I, II &<br>III | 4 Lectures                                  | O’Leary, Rosemary etal. (2010), The<br>Future of Public Administration<br>around the World: The<br>Minnowbrook Perspective, George<br>Town university Press, DC |
|                   | <b>II</b>            |   |   |   |
|                   | <b>III</b>           |   |   |   |
|                   | <b>IV</b>            |   |   |   |
|                   | <b>V</b>             | <b>Seminar/Assessment</b>   | 1 Hour                                      |   |

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|--------------------|----------------------|--|---|---|
| <b>XI<br/>Week</b> | <b>I</b>             | New public Management (NPM)-<br>features, goals and anti goals,<br>Theoretical Bases- Public Choice<br>Approach, Neo- Taylorism , Public<br>Administration in Transition | 4 Lectures                                  | Jan-Erik Lane,(2000)<br>New Public<br>Management: An<br>Introduction,<br>Routledge, London. |
|                    | <b>II</b>            |  |   |   |
|                    | <b>III</b>           |  |   |   |
|                    | <b>IV</b>            |  |   |   |
|                    | <b>V</b>             | <b>Seminar/Assessment</b>  | 1 Hour                                      |   |