

9

**MANGALORE UNIVERSITY
CORRESPONDENCE COURSE**

PUBLIC ADMINISTRATION

**III year B.A –Non-Core Courses
Course No IV**

Max-Marks 100
(80+20)

3 hours Exam

Hours of Instruction (150 Hours)

Course Rational:

1. To introduce the students to the basic concepts of public administration
2. To acquaint the students to the challenges faced by public administration in a democratic, developing and poor country in the context of Globalization
3. To acquaint the student with the institutions and processes of public administration
4. To establish the nexus between administration and political processes

Block 1: Introduction

Unit 1: Meaning, nature and Importance

Unit 2: Public and Private Administration

Unit 3: Trends: Comparative Public Administration, Development Administration and New Public Administration

25

Block 2: Organisation

Unit 4: Meaning and Importance

Unit 5: Principles of Organisation: Hierarchy, Span of Control, Unity of command and Centralisation

Unit 6: Agencies: Line, Staff and Auxilliary

25

Block 3: Major Components of Public Administration

Unit 7: Leadership – Kinds and Functions

Unit 8: Decision Making-Stages involved

Unit 9: Communication – Importance and Types

25

Block 4: Personnel Administration

Unit 10: Recruitment – Direct and Indirect

Unit 11: Training - Types

Unit 12: Moral and Discipline: Significance 25

Block 5: Financial Administration

Unit 13: Budget – Making and Importance

Unit 14: Principles of Budget

Unit 15: Audit and Account 25

Block 6: Contemporary Issues

Unit 16: Corruption in administration

Unit 17: E-Governance and Right to Information

Unit 18: Impact of Globalisation on Public Administration 25

Books for Study

1. A Avasthi and S.R. Maheswari, Public administration, Agra, Lakshmi Narain Aggarwal, 1996
2. C.P. Bhambhri, administrators in a Changing Society, Bureaucracy and Politics in India, Delhi Vikas, 1971
3. M.Bhattachary, Public Administration: Structure, Process and Behaviour, Calcutta, The world Press, 1991