

St. Joseph's College for women (A) Visakhapatnam.

B.A. Political Science

V Semester Principles of Public Administration

Time:6 Hrs/Week

POL 5501 (4)

Max Marks: 100

w.e.f.2015-2018("15AC")

OBJECTIVES: To enable the students to

- Understand the concepts and Theories of Public Administration a Subject that has its foundations in day to day life.
- Include the ability to participate in the administrative process
- Develop the skills necessary for the art of administration.

Unit –I: Administrative Theories

1. Meaning, Nature and scope of public Administration
2. Significance of public Administration
3. Public and private Administration

Unit- II Administrative Theories

1. Classical Theory – Henry Fayol
2. Human Relation Theory- Elton Mayo
3. Rational Decision making theory – Herbert Simon

Unit- III Principles of Organisation

1. Hierarchy- Span of control – unity of command
2. Decision Making – Communication
3. Co-ordination - leadership

Unit – IV Structure of Organisation

1. Chief Executive – types of functions
2. Department - Bases of Departmentalization
3. Line and Staff Agencies

Unit – V Theories of Motivation

1. Meaning and importance of Motivation
2. Hierachy of needs theory; Abraham maslow
3. Theories of X and Y; Donglas Mc Gregor

Reference Books:

1. Pardhasaradhi (Eds) (2011) Public Administration; Concepts, Theories and Principles, Telugu Academy, Hyderabad.
2. R.K.Sapru (2014)3rd Edition, Administrative theories and Management thought, PHI learning Pvt.Ltd, New Delhi.
3. Prasad D.R, Prasad V S, (Eds) (2010), Administrative Thinkers, Sterling Publishers, New Delhi.