

MDC PAPER

Sido Kanhu Murmu University, Dumka

UG Semester -I/II/III

Multidisciplinary Course in Public Administration

Code: MDC-I/II/III

Full marks-75

Credit-3 (45 Lectures)

AN INTRODUCTION TO PUBLIC ADMINISTRATION

Course Objective: This course aims to introduce students to the basic concepts, theories, and practices of Public Administration, providing them with a foundational understanding of governance and public policy.

Learning Outcomes:

1. **Understanding of Public Administration:** Gain a fundamental understanding of the nature, scope, and significance of public administration in the context of governance.
2. **Administrative Theories:** Explore classical and modern administrative theories and their relevance to public sector management and decision-making.
3. **Policy Analysis:** Learn techniques for policy analysis, including problem identification, formulation, implementation, and evaluation.
4. **Ethics and Accountability:** Examine ethical principles, transparency, integrity, and accountability in public administration.

Course Content:

1. **Introduction to Public Administration**
 - Definition, nature, and scope of public administration
 - Evolution of public administration theories
2. **Administrative Theories**
 - Classical and modern administrative theories
 - Organizational behavior in public administration
3. **Policy Process**
 - Public policy formulation, implementation, and evaluation
 - Stakeholder analysis and engagement
4. **Public Personnel Management**

- Human resource management in the public sector
- Civil service systems and reforms

5. Public Financial Management

- Budgeting and financial planning
- Fiscal policy and economic management

6. Ethics and Accountability

- Ethical principles in public service
- Transparency, integrity, and accountability mechanisms

7. Policy Analysis and Implementation

- Policy analysis techniques
- Implementation strategies and challenges

Recommended Readings:

1. Public Administration: Concepts and Theories by S.P. Naidu
 2. Classical and Modern Administrative Theories by J. S. Chandan
 3. Public Personnel Management: Contexts and Strategies by Richard C. Kearney
 4. Public Policy Analysis by William N. Dunn
 5. Ethics and Accountability in Public Administration: An Introduction by Leslie A. Pal
 6. Financial Management in the Public Sector by Aman Khan
 7. Public Administration: Concepts and Cases by Richard J. Stillman II.
 8. Introduction to Policy Studies by Michael Howlett
 9. Civil Society and Democracy in India edited by Niraja Gopal Jayal and Pratap Bhanu Mehta
 10. Governance in India by M. Laxmikanth
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