

B.A. Part I Public Administration Paper I (Elements of Public Administration)

Section - A

Meaning, Nature, Scope of Public Administration Evolution of the study of Public Administration, Public Administration as a social science, Relationship with other social sciences- Political Science, Economics, Sociology, Law and Psychology, Approaches to the study of Public Administration- Classical, Humanistic, Public choice. Good governance, Public : Private partnership Administration, Importance of Public Administration in Modern Society. New Public Administration, Main traits of private administration.

Section- B

Organization- Meaning, formal and informal organization, Principles of organization, Hierarchy, Unity of Command, Span of control, Co-ordination, Centralization, Decentralization, Authority and Responsibility, chief Executive, leadership, communication, Decision making, Public Relations, motivation, morale.

Section -C

Budget Meaning and forms, principles of Budget as a tool of socio eco policy. Personnel Administration; concept, nature and importance, concept and types of bureaucracy. E-governance, Corporate Governance, Post Modern Public Administration, work- culture in Administration.

Books Recommended:

1. A. Awasthi, S.R. Maheshwari, Public Administration
2. C.P. Bhambhari: Public Administration
3. D.R. Sachdeva and Meena Sogani : Public Administration Concepts and Application
4. Mohit Bhattacharya: Public Administration
5. Rumki Basu: Public Administration
6. M.P.Sharma and B.L. Sadna, Public Administration in Theory and Practice.
7. S.L.Goel, Public Administration- Theory & Practice
8. Hoshier Singh and Pradeep Sachdeva. Administrative Theory
9. Ravindra Sharma, Lok Prashashan Ke Tatav
10. Surendra Katariya, Lok Prashashan Ke Tatav


प्रभारी अधिकारी
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B.A. Part I Paper II (Public Administration in India)

Section- A

Historical Background of Indian Administration with special reference in influence of British period, Salient feature of Indian Administration. The Union Executive President, Prime Minister and Council of ministers. The organization and working of the central secretarial and cabinet secretariat cabinet secretary status & role

Section-B

Organization of working of Ministry of Home, Defense, HRD and ministry of Personnel, Pensions & Public Grievances. Major forms of Public Enterprises. Financial Administration Budget formulation, Budget Enactment and Execution, Comptroller and Auditor General (C&AG). Public Account Committee, Estimate Committee.

Section- C

Personnel Administration : Classification of Indian Civil ^{services} Senior Recruitment and Training of All India Services, Control over Administration-Legislative, Executive and Judicial. Administrative Corruption, Redressed of Public Grievances, Administrative Reforms, Comparative Study of Administrative Reforms (I&II) with reference of personnel Administration & Corruption.

Books Recommended

1. S.R. Maheshwari : Indian Administration
2. P. Sharan : Public Administration
3. Ramesh Arora & Rajani Goyal : Indian Public Administration
4. Avasthi & Avasthi : Indian Administration
5. Hoshiar Singh & Mohinder Singh : Public Administration in India : Theory and Practice.
6. B.L. Fadia – Bharat me Lok Prashan
7. P.D. Sharma- Bharatiya Prashan
8. Ravindra Sharma, Lok Prashashan Ke Tatav
9. Surendra Katariya, Lok Prashashan Ke Tatav








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