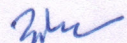


महाराजा सूरजमल बृज विश्वविद्यालय
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SYLLABUS
PUBLIC ADMINISTRATION
B.A. Part I,II,III
(2020-21)

Only For Session
2020-21


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भरतपुर (राज.)

B.A PART- 1st (2017-18)

Public Administration

Scheme	Max. Marks	Mini. Marks	Time
	200	72	
<u>Two Papers</u>			
Paper-I	100	36	3 Hours
Paper-II	100	36	3 Hours

Note: Each paper shall consist of two parts.

Part-I would contain 10 compulsory short answer questions of 4 marks each to be answered in 50 words. total Marks : 40

Part-II divided into three sections- each section contains 2 descriptive type question of 20 marks each. The candidates are required to attempt three questions selecting one question from each section. total Marks : 60

Paper-1: Elements of Public Administration

Section-A

Meaning, Nature and scope of Public Administration, Importance of Public Administration in Modern Society, Public and Private Administration. Evolution of the study of public Administration. Approaches to the study of Public Administration- Classical and Humanistic.

Section-B

Organization - Meaning, Formal and informal Organization, Principles of Organization Hierarchy, Unity of Command, Coordination, Centralization, Decentralization, Authority and Responsibility. Chief Executive, Supervision, Delegation, Leadership. Communication, Decision-making.

Section-C

Budget, Meaning and forms Principles of Budgeting, Personnel Administration: Meaning, Nature and importance, Nature of Bureaucracy. Classification, Recruitment, Training, Promotion of Civil Servants.

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- Concept and

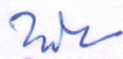
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Application.

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.
11. R.K. Dubey: Adhunik Lok Prashashan.

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Paper - II: Public Administration in India

Section-A

Salient features of Indian Administration. The Union Executive: President, Prime Minister and council of Ministers. The organization and working of the Central Secretariat and cabinet Secretariat.

Section-B

Organisation and Working of Ministry of Home and Ministry of Personnel, Pensions & Public Grievances, Committee on Public Undertakings, Financial Administration: Budget Formulation, Enactment and Execution, Comptroller and Auditor General of India, Public Accounts Committee, Estimates Committee.

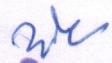
Section-C

Control over Administration: Legislative, Executive and Judicial; Administrative corruption, Redressal of Public Grievances, Administrative Reforms: Administrative Reforms Commission and Administrative Reforms, Commission with reference of Personnel Administration and Corruption.

Books Recommended:

1. S.R. Maheshwari: Indian Administration.
2. R. Sharan; Public Administration in India.
3. Ramish Arora & Rajni Goyal: Indian Public Administration.
4. Avasthi & Avasthi: Indian Administration.
5. Hoshier Singh & Mohinder Singh: Public Administration in India: Theory and Practice
6. बी.एल. फडिया : भारत में लोक प्रशासन
7. पी.डी. शर्मा एवं बी.एम. शर्मा : भारतीय प्रशासन
8. रविन्द्र शर्मा : भारत में लोक प्रशासन
9. सुरेन्द्र कटारिया : भारत में लोक प्रशासन
10. एस.आर. माहेश्वरी : भारतीय प्रशासन
11. प्रथम एवं द्वितीय प्रशासनिक सुधार आयोग के प्रतिवेदनमक प्रभारी

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