

III YEAR B.A- POLITICAL SCIENCE

PAPER -3

PUBLIC ADMINISTRATION

PART-A

1. Public Administration: Meaning, Scope, Importance of Public Administration, Private and Public Administration: Differences, Line, Staff and Auxillary Agencies, Departments.
2. Organisation: Theories of Organisation, Types of Organisations: Formal & Informal Organisations, Principles of Organisations: Line, Staff and Auxillary agencies, Departments, Boards and Commissions.
3. Financial Administration: Budget – Nature and Principles, Budgetary Process – Preparation, Enactment and Execution, Reforms in Financial Administration, Performance Budget, Zero Based Budget.
4. Dynamics of Management: Meaning and Functions of Management, Chief Executive – Powers and Functions. Leadership – Qualities, Communication, Planning and Public Relations.
5. Development Administration: Growth, Meaning and Importance, Relationship between Public administration & Development Administration, Bureaucracy and Development Administration.

PART-B

6. Personnel Administration: Meaning and Importance, Growth & Characteristics, Types of Personnel Administration, Position Classification.
7. Recruitment: Training, Promotion, Morale.
8. Discipline and conduct: Public Employee Association, Compensation/Pay, Lokayukta /Ombudsman, Retirement.
9. Trends in Public Administration: Comparative Administration, Development Administration, Good Governance, e-Governance, Public Private Partnership.
10. Local Self Government: Evolution of Local Self Government with special refrence to the Balawat Roy Mehta, Ashoka Mehta Committee reports, Importance & Features, 73rd, 74th amendments & their impact on Local Self Government.

Books for Reference

Author	Title
1. Chakravarthy	- Reinventing Public Administration – Orient Longman – 2007
2. C.P.Bhambri	- Public Administration – JPN – 2002
3. L.d.White	- Public Administration – Surjeet Publications – 2007
4. B.L.Fadia	- Administrative Theory – Sahitya Bhavan – 2007
5. S.L.Goel	- Public Personnel Administration – Theory & Practice, Deep & Deep – 2006
6. M.Bhattacharya	- New Horizons of Public Administration – Jawahar Pub – 2006
7. S.R.Maheshwari	- Administrative Theory – Macmilan – 2003
8. Ramesh.K.Arora	- Public Administration – Aalekh – 2004
9. K.K.Ghai	- Public Administration – Kalyani – 2008
10. S.C.Goel	- Advanced Public Administration – Deep & Deep – 2008
11. M.P.Sharma	- Public Administration – Theory and Practice – Kittab Mahal – 2009
12. Henry Nicolas	- Public Administration and Public Affairs – PHI – 2009
13. Rukmi Basu	- Public Administration – Sterling Pub -2008
14. Avasthi & Avasthi	- Indian administration – Agra, Lakshmi Narain Agarwal, 2006
15. S.R.Maheshwari	- Indian Administration – 1995
16. R.K.Arora & Rajiv Goyal	- Indian Public Administration – New Delhi, Vishwa Prakashan, 2006
