



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

PAPER 101

PUBLIC ADMINISTRATION: IDEAS AND CONCEPTS



PUBLIC ADMINISTRATION: IDEAS AND CONCEPTS

Paper 101



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Public Administration: Ideas and Concepts

UNIT 1	<ul style="list-style-type: none">● Meaning nature, scope & significance of public administration, private and public administration. New public administration and new public management perspective.
UNIT 2	<ul style="list-style-type: none">● Evolution of public administration as an independent discipline and its present status, public administration as an art and science methods to study of public administration.
UNIT 3	<ul style="list-style-type: none">● Concepts of organization: importance, meaning, basis; formal and informal organization, theory of organization: classical theory, bureaucratic theory, human relation theory and behavioral theory, system theory.
UNIT 4	<ul style="list-style-type: none">● Principles of organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & decentralization.
UNIT 5	<ul style="list-style-type: none">● Structure of organization: chief executive and its role in organization; line, staff and auxiliary agencies, department, public corporation, independent regulatory commission. Head quarter field relationship.

Contents

Public Administration: Ideas and Concepts

UNIT 1	Chap. 1 : Meaning Nature, Scope & Significance of Public Administration Chap. 2 : Private and Public Administration Chap. 3 : New Public Administration and New Public Management Perspective
UNIT 2	Chap. 4 : Evolution of public administration
UNIT 3	Chap. 5 : Concepts of Organization Chap. 6 : Formal and Informal Organization Chap. 7 : Theory of Organization
UNIT 4	Chap. 8 : Principles of organization
UNIT 5	Chap. 9 : Structure of Organization Chap. 10 : Chief Executive and its Role in Organization

PUBLIC ADMINISTRATION IN INDIA

Paper 102



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Public Administration in India

UNIT 1	<ul style="list-style-type: none">● Evaluation of India administration – Kautilya, Mughal period, British period. Frame Work of Indian polity – Federal Union, parliamentary government. Central- state relation- legislative, administrative and financial.
UNIT 2	<ul style="list-style-type: none">● Political executive at the union level: President, Prime Minister, Council of Ministers, and Cabinet Committee. Structure of central administration: central secretariat-home ministry, structure, function and its role. Cabinet secret, cabinet secretary, cabinet committees, Prime Minister Secretariat.
UNIT 3	<ul style="list-style-type: none">● Planning commission, national development council, state planning board, finance commission, control over administration – legislative, executive and judicial at central level.
UNIT 4	<ul style="list-style-type: none">● State administration: Governor, chief minister council of ministers, state secretariat and directorates, chief secretary-functions and power its role in state administration.
UNIT 5	<ul style="list-style-type: none">● Issues area in administration: public participation in administration, redressal of citizens grievances, lokpal and lokayukta, corruption in administration: cases and remedies. Indian administration and globalization, movement of administrative reforms in India.

Contents

Public Administration in India

UNIT 1	Chap. 1 : Evaluation of India Administration Chap. 2 : Frame Work of Indian Polity
UNIT 2	Chap. 3 : Political Executive at The Union Level Chap. 4 : Structure of Central Administration
UNIT 3	Chap. 5 : Planning Commission Chap. 6 : National Development Council Chap. 7 : State Planning Board Chap. 8 : Finance Commission Chap. 9 : Legislative Control Over Administration
UNIT 4	Chap. 10 : State Administration Chap. 11 : Governor, Chief Minister Council of Ministers Chap. 12 : State Secretariat and Directorates Chap. 13 : Functions and Power of Chief Secretary and its Role in State Administration.
UNIT 5	Chap. 14 : Public Participation in Administration Chap. 15 : Lokpal and Lokayukta Chap. 16 : Corruption in Administration: Chap. 17 : Cases and Remedies Chap. 18 : Indian Administration and Globalization Chap. 19 : Movement of Administrative Reforms in India

FINANCIAL ADMINISTRATION

Paper 103



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Financial Administration

UNIT 1	<ul style="list-style-type: none">● Evolution and significance of financial administration in India; agencies involved in financial administration in India. Meaning, features and causes of an under developed Economy in India.
UNIT 2	<ul style="list-style-type: none">● Budget: meaning, significance of budget. Principal of budgeting, types of budget; performance budgeting & performance budgeting in India; zero based budgeting PPBS.
UNIT 3	<ul style="list-style-type: none">● Budgetary process in India – Execution of Budget Legislative Financial control – Estimating committees, public account committee, committee on public undertaking.
UNIT 4	<ul style="list-style-type: none">● Meaning of accounting and Auditing and Auditing in India Comptroller and Auditor General, Historical Background, Constitutional provision, role and Function since independence.
UNIT 5	<ul style="list-style-type: none">● Finance ministry: organization, functions and its role. RBI structure & Function, Central state Financial Relation, planning Commission & Finance Commission Organization, Function and its role.

Contents

Financial Administration

UNIT 1	Chap. 1 : Evolution and Significance of Financial Administration in India Chap. 2 : Meaning, Features and Causes of an Under Developed Economy in India.
UNIT 2	Chap. 3 : Principal Meaning and Significance of Budgeting Chap. 4 : Types of Budget Chap. 5 : Performance Budgeting in India Chap. 6 : Zero Based Budgeting PPBS.
UNIT 3	Chap. 7 : Budgetary Process in India Chap. 8 : Execution of Budget Legislative Financial Control Chap. 9 : Budgetary Committees
UNIT 4	Chap. 10 : Meaning of Accounting and Auditing Chap. 11 : Comptroller and Auditor General
UNIT 5	Chap. 12 : Functions of Finance Ministry. Chap. 13 : RBI Structure & Function, Chap. 14 : Central State Financial Relation, Chap. 15 : Planning Commission & Finance Commission Organization

ADMINISTRATIVE THINKER

Paper 104



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Administrative Thinker

UNIT 1	● Evaluation of administrative thought-I : Kautilya. Woodrow Wilson, F.W. Taylor.
UNIT 2	● Evaluation of Administrative thought-II, Henry Fayol, Max Weber, L. Gullick and L. Urwick.
UNIT 3	● M.P. Follet, Elton Mayo, Herbert Simon, C.Barnard
UNIT 4	● Maslow, C. Argyris, F. Likert, F. Herzberg, Douglas McGregor.
UNIT 5	● Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi

Contents

Administrative Thinker

UNIT 1	Chap. 1 : Evaluation of administrative thought-I.
UNIT 2	Chap. 2: Administrative thought-II
UNIT 3	Chap. 3 : M.P. Follet, Elton Mayo, Herbert Simon, C. Barnard
UNIT 4	Chap. 4 : Maslow, C. Argyris, F. Likert, F. Hirzberg, Douglas McGregor.
UNIT 5	Chap. 5 : Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi



Published by:
Registrar

Jiwaji University, Gwalior

(Established in 1964)

जीवाजी विश्वविद्यालय, ग्वालियर (स्थापना वर्ष 1964)

NAAC Accredited 'A' Grade University

<http://www.jiwaji.edu>

http://www.jiwaji.edu/dis_edu_about.asp