Unit-I

Unit-II
Evolution of public administration as an independent discipline and its present status, public administration as an art and science. Approaches and methods to study of public administration, Public administration in developing societies.

Unit-III
Concept of organization: importance, meaning, basis; formal and informal organization. Theory and approaches: classical theory, bureaucratic theory, human relation movement and behavioural approaches, system approach.

Unit-IV
Principles of organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & de-centralization.

Unit-V
Structure of organization: chief executive and its role in organization; line, staff and auxiliary agencies, department, public corporation, independent regulatory commission, board & commission and head quarter field relationship.

Books Recommended
- Elements of public administration
- Public Administration
- Intro. to the study of Public Adm.
- A History of Public Administration
- Public Administration
- Public Administration

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH
WITH HINDI TRANSLATION COMPULSORY

PUBLIC ADMINISTRATION

First/Third Semester
Pages... to...
Concept, nature, scope, function and importance of public personnel administration; bureaucracy: its nature and concept, recent trends, types, Weberian relevance today.

Position classification, recruitment & training of public personnel.

Promotion, principles of salary, code of conduct and discipline; more in civil service employees organization and representation, Whitley Council, right to strike & political rights of civil servants.

The concept of civil services, development of civil services; role of civil services in contemporary administration and developing society. Integrity in administration; the context of corruption, neutrality and anonymity. Generalist and specialist; relation with the political executive.

Administrative law: meaning and significance; Administrative adjudication.

Delegated Legislation: meaning, significance & demerits.

**Books Recommended**

- Public Personnel Management
- Personnel Administration
- Savi Vargiya Prasashan (Hindi)
- Karmik Prasashan (Hindi)
- Personnel Administration
- Administrative Reforms Commission

**Report on Personnel Administration**

**Reports of Pay Commissions**

**QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH**

**WITH HINDI TRANSLATION COMPULSORY**
Elements of Financial Administration

Evolution and significance of financial administration in India; financial administration under capitalist system; agencies involved in financial administration.

Budget: meaning, definition and types of budget; principles of performance budgeting; performance budgeting in India; PPBS; zero based budgeting, deficit financing.

Evaluation and objectives of fiscal policy in India; resource mobilization under the plans. Non-tax revenue, non-developmental expenditure; impact of fiscal policy. Fiscal policy, equality and social justice.

Principles of tax administration; direct and indirect taxes; problem of tax evasion and avoidance; reforming tax administration; and rationalization of indirect taxation.

Finances of local government; budget account and audit.

Capital market in India: structure, role in industrial growth; growth of capital market in India, problems, measures for strengthening. Securities and Exchange Board in India (SEBI).

Books Recommended

- Financial Administration in India
- Financial Administration of India
- Public Finance
- Indian Public Finance and Financial Adm.
- A.R.C. Report of the Study Team of Finance of Administration

Constitutional System in India

Constitutional development and framing of constitution of republic of India; salient features of Indian constitution; Preamble and significance of Indian constitution; Federal system, Parliamentary government, socialism, democracy, Fundamental rights; Directive Principles of State Policy fundamental duties.

The Judiciary- The Supreme Court, the High Court and Subordinate Courts, appointments of Judges of the Supreme Court and the High Court.

CAG (Comptroller and Auditor General of India), Attorney General, Advocate General and the Election Commission. Administration of schedules and tribal areas, Constitutional amendment process; main features of 42nd, 44th & 52nd Constitutional amendment.

Books Recommended

- The Indian Constitution: Corner Stone of a Nation
- Functioning of a Democratic Constitution
- The Government and Politics in India
- The Framing of Indian Constitution
- Constitutional History of India
- Our Constitution
- Our Parliament
- Introduction of Indian Constitution
MA PUBLIC ADMINISTRATION -- PAPER: 301
PUBLIC ADMINISTRATION IN INDIA

Evaluation of Indian administration - Kautilya, mug Hal period, British period, central state relation - legislative, administrative and financial. 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. State administration: governor, chief minister, cabinet, state secretariat and directorates, Relationship between head quarter and field agencies, chief secretary-functions and power its role in MP administration. Relationship between state & central government, basic difference between central and state administration (reference to MP), control over administration - legislative, executive and judicial central and state. Issues area in administration: relationship between political and permanent executive, 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.

BOOKS RECOMMENDED
Indian Administration
Contemporary Issues in Indian Administration
Constitutional Government in India
Public Administration in India: Theory & Practice
Central Administration
Public Administration in India
The Government & Politics of India

MA PUBLIC ADMINISTRATION -- PAPER: 302
ADMINISTRATIVE THOUGHT

Evaluation of administrative thought in India: Manu, Kautilya, Sukra, Vidhur and Kmandhak.
Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi.

Books Recommended
Administrative Thinker
Administrative Thinker
History of Management Thought
Organization Selected Reading
History of Indian Political Ideas
Administrative Thinkers
Modern Indian Social & Political Thought