

Public Administration

DEGREE STANDARD

UNIT I

INTRODUCTION:-

1. Meaning, nature, scope and importance of Public administration.
2. Private Administration, Vs. Public Administration.
3. Evolution of Public Administration as a discipline
4. Arts or Science
5. Approaches to the study of Public Administration.
6. Relationship of Public Administration with other Social Sciences.

UNIT II

ORGANISATION - PRINCIPLES AND THEORIES:-

1. Organisation and its bases.
2. Principles of Organisation
 - a) Hierarchy
 - b) Span of Control
 - c) Unity of Command
 - d) Co-ordination
 - e) Authority and responsibility
 - f) Delegation of Authority
 - g) Centralisation Vs. Decentralisation
 - h) Integration Vs. Disintegration.
3. THEORIES OF ORGANISATION
 - a) Classical Theory
 - b) Scientific Management Theory
 - c) Bureaucratic Theory
 - d) Human Relations Theory

UNIT III

ORGANISATIONAL STRUCTURE:-

1. Meaning and Importance of Organisational Structure.
2. Chief Executive.
3. Line, Staff and Auxiliary Agencies.
4. Departments.
5. Public Corporations.
6. Boards and Commission
7. Government Companies.

UNIT IV

MANAGEMENT:-

1. Meaning and Importance of Management
2. Planning
3. Policy Making and Decision Making
4. Leadership
5. Control and Supervision
6. Communication

UNIT V

PERSONNEL ADMINISTRATION:-

1. Nature and Importance of Public Personnel Administration
2. Position - Classification
3. Recruitment and Selection
4. Training
5. Promotion
6. Compensation

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7. Retirement
8. Employer - Employee relationship

UNIT VI

FINANCIAL ADMINISTRATION:-

1. Nature and Importance of Financial Administration
2. Budget and its Principles
3. Budgetary Process
4. Performance Budget
5. Finance Ministry
6. Finance Committees
7. Comptroller and Auditor - General of India.

UNIT VII

COMPARATIVE ADMINISTRATION AND DEVELOPMENT ADMINISTRATION:-

1. Meaning nature and Scope of Comparative Administration
2. Comparative study of the Administrative Systems of U.K., U.S.A., France, and Switzerland.
3. Concept, Scope and Significance of Development Administration
4. Administration for Development
5. Developmental Programmes in India
6. People's Participation in Development Process

UNIT VIII

INDIAN ADMINISTRATION:-

- 1) Evolution of the Indian Administration
- 2) Constitutional framework of Indian Administration
- 3) The President
- 4) Prime Minister and his Council of Ministers
- 5) Cabinet Secretariat
- 6) Central Secretariat
- 7) Planning Commission and N.D.C.
- 8) Constitutional Authorities
- 9) Union - State relations
- 10) All India and Central Services.
- 11) U.P.S.C. and Staff Selection Commission
- 12) Administrative Reforms

UNIT IX

STATE, DISTRICT AND LOCAL ADMINISTRATION:-

1. Governor
2. Chief Minister and his Council of Ministers
3. State Secretariat
4. Revenue Board
5. State Civil Services
6. District Administration and District Collector
7. Urban Governments
8. Panchayat Raj Institutions

UNIT X

ADMINISTRATIVE RESPONSIBILITY:-

1. Executive Control over Administration
2. Parliamentary Control over Administration
3. Judicial Control over Administration
4. Impact of Political Parties, Pressure groups and Mass Media on Administration.