

PUBLIC ADMINISTRATION

SYALLABUS

UNIT-I.

Theory of Public Administration

Public Administration — Meaning, Nature and Scope, Public and Private Administration, New Public Administration.

Administrative Thinkers — Kautilya, Max Weber, F. W. Taylor, Henri Fayol, Elton Mayo, C.I. Barnard, Herbert Simon, D. H. McGregor, Abraham Maslow, Herzberg.

Theories — Classical, Human Relations.

Approaches to the study of Public Administration — Scientific Management, Behavioural Systems.

Organisation — Bases of Organisation, Formal and Informal, Principles of Organisation— Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation and Coordination ; Line-Staff Agencies.

Leadership, Motivation and Communication.

UNIT-II.

Comparative Public Administration

Comparative Public Administration — Nature and Scope.

Theories and Models of Comparative Public Administration — Contributions of Fred Riggs.

A comparative Study of the Administration, Institutions and Processes in U.K., U.S.A., and India.

UNIT-III.

Development Administration

Development Administration — Meaning, Nature and Scope, Concept of Development Administration ; Development Administration and Traditional Administration ; Characteristics of Administration in Developed and Developing Countries.

Public and Private Sectors and their Administration.

Bureaucracy and Development Administration — Role of Bureaucracy in Plan Formulation and its Implementation.

UNIT-IV.

Indian Administration

Administrative Legacies at the time of Independence — Civil Services ; District and Revenue Administration.

Organisation of Government at the Central level — Organisation of Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.

Recruitment Agencies — U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations.

Financial Administration — Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

Planning Commission, National Development Council, Plan Implementation.

Control over Administration — Legislative, Executive and Judicial Control.

District Administration — Organisation of District Administration, Role of District Collector in Development.

Citizen and Administration — Lokpal and Lokayukta.

UNIT-V.

Social and Economic Administration

Meaning, Nature and Scope of Social Welfare and Social Justice. Central Social Welfare Board and State Social Welfare Boards.

Public Sector — Features, Problems of Management.

UNIT-VI.

Local Governments — Rural and Urban

Meaning, Nature and Scope of Local Governments

Major Features and Structure of Local Government in U.K., U.S.A., France and India.

