

POLITICAL SCIENCE

Major-5/Minor-5: PUBLIC ADMINISTRATION

UNIT-I

- 1. Public Administration** – definition, nature, scope, and importance,; public administration vs. private administration ; new public administration.
2. Organization – meaning and importance ; principles – hierarchy; span of control; delegation of authority; Unity of command; Integration ; Centralization vs. Decentralization (principles, limitations & examples).

UNIT- II

1. LINE & Staff
 - a) Meaning, differences, functions, line agencies, (Departments, public corporations/companies, Independent regulatory commissions) – their features, working and control.
 - b) Staff agencies – general, specialized/technical, & auxiliary (importance, functions, examples)
2. CHIEF EXECUTIVE – types, functions & role
3. DELEGATED LEGISLATION – Causes for growth, forms, merits, limitations & safeguards. (apt examples)
4. ADMINISTRATIVE JURISDICTION- importance, causes for growth, functions, limitations; working of tribunals (examples)

UNIT-III

1. Personnel – Bureaucracy – meaning, merits & demerits (Max Weber) ; functions, kinds of bureaucracy, Neutrality and anonymity as special features.
2. Problems- Recruitment, training, promotion, retirement morale & discipline (principles, merits, limitations) – Recruitment agencies – public service commissions & other selection agencies ; A special reference – UPSC & SPSC (INDIA)
3. Authority & responsibility – meaning, relationship, limitations, kinds of authority (Max weber's kind of domination); kinds of responsibility.

UNIT-IV

1. Management – meaning, principles, test of good management; values of management; tasks (POSDCOR B)
2. Leadership – meaning; qualities desired; policy formulation & decision making-tasks & problems.
3. Morale and discipline – meaning& implications; relationship; conditions.

UNIT-V

1. Planning – need for and importance; principles and features, kinds, programme planning (a special note) problems of planning in India- a brief history of latest 5th year plan (brief highlights)
2. Budgeting – meaning, importance, principles, kinds; a special reference to programme budgeting; the latest Indian budget (an overview and comment)
3. Communication – meaning, principles; “what – when –who & how”, necessary conditions and limitations, media (their advantages, and limitations).
4. Direction & supervision – meaning; need for methods & limitations; reporting – a special instrument – problems.
5. Control – meaning, measures, problems.

READINGS

- 1) Avasthi & Maheshwari : Public Administration.
- 2) Bhagwan, Vishnu & Bhooshan - : Public Administration
- 3) Chaturvedi (Ed) : Comparative public administration
- 4) A Lepawsky : Administration
- 5) Maheshwari : a) administrative theory
b) Indian administration
c) administrative thinkers
- 6) Miller R D : Public Management
- 7) Mohit Bhattacharya : Public Administration
- 8) Riggs, Tred W - : the ecology of Public Administration
- 9) WJ Willoughby – : Public Administration

Journals – a) Indian journal of Public Administration – New Delhi-1
b) Special issues of IIPA New Delhi-1