

F.Y.B.A. Public Administration

Introduction to Public Administration

Unit 1: Nature of Public Administration

- a. Meaning, Nature and Scope of Public Administration
- b. Significance of Public Administration
- c. Public and Private Administration.
- d. Evolution of Public Administration

Unit 2: Approaches to the study of Public Administration

- a. Traditional Approaches
- b. Modern Approaches
- c. Contemporary Approaches

Unit 3: Principles of Organization

- a. Meaning and Bases of organization
- b. Hierarchy, Span of Control and Decision Making
- c. Communication, Co-ordination and Supervision

Unit 4: Structure of Organization

- a. Chief Executive -Types and Functions
- b. Department - Bases of Department
- c. Line and Staff Agencies

Unit 5: Personnel Administration

- a. Meaning, Importance and Scope.
- b. Recruitment process and Training.
- c. Promotion and Retirement.

Unit 6: Financial Administration

- a. Meaning and Importance
- b. Types of Budgets and Budgetary Process.
- c. Participatory budgeting

Unit 7: Accountability and Control

- a. Concept of Accountability and Control
- b. Control over Public Administration: Legislative, Executive and Judicial

Unit 8: Public Grievances Administration

- a. Structure and Role of Administrative Tribunals.
- b. Lokpal and Lokayukta
- c. Right to Public Services

Reference books:

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