

Public Administration
Syllabus for F.Y.B.A. G-1

Principles of Public Administration
PA – GI

Objectives:

1. To introduce the students to the discipline of Public Administration;
2. To acquaint them with the principles and types of administration.

Section – 1

	Lectures Assigned
Topic (1) Nature of Public Administration	12
a. Meaning Nature and scope of Public administration	
b. Significance of Public – administration.	
c. Public and Private Administration.	
Topic (2) Approaches to the study of Public – administration	12
a. Traditional – approaches.	
b. Modern – approaches.	
Topic (3) Principles of Organization	12
a. Hierachy – Span of control.	
b. Decision Making – Communication	
c. Co-Ordination – Leadership	
Topic (4) – Structure of Organization	12
a. Chief Executive – Types and functions.	
b. Department – Bases of departmentalization.	
c. Line and staff agencies.	

Section –II

Topic (5) – Personnel Administration	12
a. Bureaucracy – Meaning and Importance.	
b. Recruitment and Training Benefits.	
c. Promotion and Retirement Benefits.	
Topic (6) – Financial – Administration	12
a. Meaning and Importance	
b. Budgets : Types Budget	
c. Budgetary Process.	
Topic – (7) – Accountability and Control	12
a. Concept of Accountability and Control	
b. Types of control over Public-administration : Legislative, executive and Judicial.	
Topic (8) Tribunal Administration	
a. Structure and Role of Tribunals Administration.	
b. Administrative Tribunals in India.	

Reading-

१. डॉ. पारस बोरा व डॉ. शाम शिरसाठ – जे. प्रशासन ज्ञान समिधा पब्लिसिंग वर्ल्ड
२. प्रा. एन. आर. ईमानदार – लोकप्रशासन – रामचंद्र दासताने आणि कं. पुणे.

३. डॉ. बी. एल. फाडीया – भारत मे. लोकप्रशासन
साहित्यभवन पब्लिकेशन आग्रा २०००
४. डॉ. भुताळे व प्रस. वडवळे दृ लोकप्रशासन, सहयाद्री प्रकाशन नांदेड २००७
५. डॉ. शांताराम भेसले – लोकप्रशासनाचे सिध्दांत व कार्यपद्धती.
कैलास प्रकाशन, औरंगाबाद
६. प्रा. बी. बी. पाटील – फडके प्रकाशन कोल्हापूर – १९९८
७. A.R. Tygi – Public Administration, Atmaram & Sons. New Delhi. 1990
८. Gole – Advanced Public Administration, New Delhi – 1984
९. Awasti & Maheshwari – Public Administration, Laxminarayan Agarwal, Agra-1997.
१०. S.R. Maheshwari, Administrative Theories, Allied Publishers, new Delhi.