

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

Programme: B.A.

Semester: II

**PUBLIC ADMINISTRATION - PAPER II
BASICS OF PUBLIC ADMINISTRATION**

Course Code: 18IIPA2

No. of Hours: 75

COURSE OBJECTIVES

- To critically understand and evaluate essential theories of management.
- To learn contemporary trends in management.
- To learn personnel and financial aspects of management.

LEARNING OUTCOME

- Understand the fundamental theories of organization.
- Learning leadership skills.
- Knowing the factors and techniques of effective functioning of organization.
- Understanding various stages of Government Budgeting.
- Know the nature of functioning of Administrative Tribunals of the Government.

UNIT 1: THEORIES OF ORGANIZATION

14 HRS

- F.W.Taylor – The Scientific Management Theory
- Henry Fayol – The Management Theory
- Luther Gulick - Theory of Organization
- M.P. Follet – Theory of Management
- Mooney and Reiley – The Classical Theory
- Max Weber – The Bureaucratic Theory

UNIT 2: DYNAMICS OF MANAGEMENT

12 HRS

- Management- Meaning and Functions
- Good Governance
- Leadership Qualities

UNIT 3: PERSONNEL ADMINISTRATION

17 HRS

- Meaning, Nature and Significance of Personnel Administration
- Elements of Personnel Administration - Training/ Capacity Building, Promotion, Motivation and Morale.

UNIT 4: BUDGET

18 HRS

- Principles, Preparation and Enactment of Budget
- Public Funds - Accounting and Auditing
- Financial Control - Parliamentary (Parliament and its committees) and Executive Control.

UNIT 5: ADMINISTRATIVE LAW AND REGULATION

14 HRS

- Administrative Law
- Delegated Legislation
- Administrative Tribunal

Assignment: Individual assignment on any one topic of the syllabus.

REFERENCES:

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4. Dey, Bata K. 1978. Bureaucracy Development and Public Management in India. Uppal Publishing House: New Delhi
5. Dimock, Marshal Edward and Dimock, Gladys Ogden. 1975. Public Administration. Oxford and IBH : New Delhi.
6. Goel, S.L. 1984. Public Personnel Administration: Theory and Practice. Deep & Deep: New Delhi.
7. Koeing, Louis W. 1986. An Introduction to Public Policy. Prentice Hall: New Jersey.
8. Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
9. Ramayyar A.S. 1967, Indian Audit and Account Department. Indian Institute of Public Administration: New Delhi.
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11. Sharma, M.P. 1960, Public Administration Theory and Practice. Kitab Mahal: Allahabad.
12. Thawraj M.J.K. 1978. Financial Administration of India. Sultan Chand and Sons: New Delhi.
13. Wattal, P.K. 1963. Parliamentary Financial Control of India. Minerva Book Shop: Bombay.
14. Weber, Max, 1969. The Theory of Social and Economic Organization. Talcott Parsons (Ed). Free Press: New York.
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