

Govind Guru Tribal University, Banswara
Details of Discipline Centric Core and Elective Courses for freshers
who will be admitted in the session 2023-24
(Separate sheet to be used for each discipline/subject)

Name of University: Govind Guru Tribal University, Banswara

Name of Faculty(ies) : ARTS

Name of Discipline/Subject: **PUBLIC ADMINISTRATION**

Three-Year Bachelor Degree Program								
#	Level	Semester	Type	Title	Credits			
					L	T	P	Total
1	5	I	DCC	ELEMENTS OF PUBLIC ADMINISTRATION	5	1	0	6
2	6	II	DCC	INDIAN ADMINISTRATION	5	1	0	6
3	6	III	DCC	ADMINISTRATIVE INSTITUTION	5	1	0	6
4	6	IV	DCC	STATE INSTITUTION	5	1	0	6
5	7	V	DSE	COMPARATIVE PUBLIC ADMINISTRATION	5	1	0	6
6	7	VI	DSE	LOCAL GOVERNANCE	5	1	0	6

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राजेन्द्र प्रसाद अग्रवाल
मुख्य अधीक्षक
गोविन्द गुरु जनजातीय विश्वविद्यालय
बाँसवाड़ा (राजस्थान)



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A

Three Year Graduate Course

Semester I

DCC

PUBLIC ADMINISTRATION

Syllabus

PAD5001T - ELEMENTS OF PUBLIC ADMINISTRATION

UNIT-I

- Meaning, Nature and Scope of Public Administration, Importance of Public administration in Modern Society, Public and Private Administration. Evolution of the study of the Public Administration.

UNIT-II

- Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology and Law.
- Approaches to the study of Public Administration : Classical and Humanistic.

UNIT-III

- Principles of Organization : Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralisation-Decentralisation.

UNIT-IV

- Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision-Making.

UNIT-V

- Personnel Administration : Civil Service and its Role in a Developing Society; classification, Recruitment, Training and Promotion.

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मुख्य अधीक्षक
भारतीय जनजातीय विश्वविद्यालय
(बन्सवारा) 1

Books Recommended:

1. John pfiffner and Robert presthus, Public Administration.
2. Dimock and Dimock, Public Administration.
3. Torrfy, Principles of Management.
4. Jhon, D. Millat, Management in Public Services
5. E.N. Goledden, Essentials of Public Administration.
6. M.P. Sharma, Principles and Practice of Public Administration (Allahabad, Kitab Mahal)
7. D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981)
8. A. Awasthi, S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987)
9. C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
10. A.R. Tyagi: Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
11. Vishnu Bhagwan & Vidya Bushan, Public Administration
12. Avasthi and Maheshwari, Lok Prakashan
13. C.P. Bhambri, Lok Prakashan.
14. Harish Chandra Sharma, Lok Prakashan Ke Adhaar
15. Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan
16. B.L. Fadia, Lok Prakashan
17. Ravindra Sharma, Lok Prakashan Ke Tatwa
18. Surendra Kataria : Lok Prashasan Ke Tatwa

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राजेन्द्र प्रसाद अग्रवाल
कुलसचिव
गोविन्द गुरु जनजातीय विश्वविद्यालय
बांसवाड़ा (राजस्थान)



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A Three Year Graduate Course Semester II DCC PUBLIC ADMINISTRATION

Syllabus

PAD5002T – INDIAN ADMINISTRATION

UNIT-I

Historical background of Indian Administration with special reference to influence of British period, Salient features of Indian Administration since independence.

UNIT-II

The Union Executive : The President, Prime Minister and Council of Ministers, The Organisation and working of Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Ministry of Home and Ministry of Personnel, Pension and Public Grievances.

UNIT-III

Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on public undertakings.

UNIT-IV

Financial Administration : Budget : Formulation, Approval and Execution, Comptroller and Auditor General of India, Parliamentary Committees : Public Accounts, Estimates Committee, Control Over Administration : Legislative, Executive & Judicial.

UNIT-V

Personnel Administration—Classification, Recruit-ment and Training of All India Services, Problems of Indian Administration. Corruption & Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission.

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राजेन्द्र प्रसाद अग्रवाल
स्कूल-इन्चार्ज
गोविन्द गुरु जनजातीय विश्वविद्यालय
बांसवाड़ा (राजस्थान)

Books Recommended :

1. S.R. Maheshwari : Indian Administration
2. C.P. Bhambhri : Public Administration in India
3. P. Sharan : Public Administration in India
4. D.D. Basu : An Introduction to the Constitution of India
5. K.V. Rao : Parliamentary Democracy in India
6. Laxmi Narain : Principles and Practice of Public Enterprises Managements
7. B.B. Mishra : Administrative History of India
8. Ramesh Arora : Indian Public Administration
9. V.M. Sinha : Personnel Administration
10. P.D. Sharma & B.M. Sharma : Bhartiya Prashashan
11. Saroj Chopra : Bharat Mein Lok Prashashan
12. R.S. Darda : Bharat Mein Lok Prashashan
13. B.L. Fadia : Bharat Mein Lok Prashashan
14. Avasthi & Avasthi : Indian Administration (In Hindi also)

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