Govind Guru Tribal University, Banswara

Details of Discipline Centric Core and ElectiveCoursesfor freshers who will be admitted in the session 2023-24

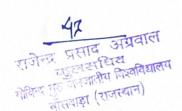
(Separatesheet to beused for each discipline/subject)

NameofUniversity: Govind Guru Tribal University, Banswara

NameofFaculty(ies): ARTS

NameofDiscipline/Subject: PUBLIC ADMINISTRATION

| Three-YearBachelorDegreeProgram | | | | | | | | |
|---------------------------------|-------|----------|------|-----------------------------------|---------|---|---|-------|
| | | Ch Alana | | | Credits | | | |
| # | Level | Semester | Туре | Title | L | Т | Р | Total |
| 1 | 5 | 1 | DCC | ELEMENTS OF PUBLIC ADMINISTRATION | 5 | 1 | 0 | 6 |
| 2 | 6 | II | DCC | INDIAN ADMINISTRATION | 5 | 1 | 0 | 6 |
| 3 | 6 | Ш | 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 |





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.



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

राजेन्द्र प्रसाद अग्रवाल युट्टलस्यिय गोविन्द गुरु जनजातीय विस्वविद्यालय नामगाडा (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

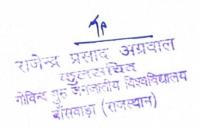
Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on public undertakings.

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.



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)

प्रभाव अग्रवाल राजेन्त्र प्रसाव अग्रवाल व्हलस्यविय गोदिव गुरु लेनजातीय विश्वविद्यालय गोदिव गुरु लेनजातीय विश्वविद्यालय