

## GENERAL FOUNDATION COURSE: UG

(to be implemented from July 2017)

Code and No	Courses	Credits	Marks
HUR-UG-F102	Public Administration	4	100

### PAD-UG-F102: PUBLIC ADMINISTRATION

#### Unit I: Introduction

Meaning, Nature and Significance; Public and Private Administration; An Art or a Science; Evolution of the Discipline; New Public Administration.

#### Unit II: Theories of Administration

Scientific Management; Classical Theory; Bureaucratic Theory and Human Relations Theory.

#### Unit III: Principles of Organisation

Hierarchy, Unity of Command, Span of Control, Authority and Responsibility, Coordination, Supervision, Centralisation and Decentralisation, Delegation, Line and Staff.

#### Unit IV: Personnel and Financial Administration

Personnel Administration: Recruitment; Training and Promotion of Public Personnel, Minister-Civil Servant Relationship; Administrative Ethics.

Financial Administration: Concept of Budget, Formulation and Execution of the Budget, Account and Audit.

#### Essential Readings

- Arora, Ramesh K. (2004). *Public Administration: Fresh Perspectives*. Jaipur: Aalekh Publishers.
- Basu, Rumki. (2007). *Public Administration: Concepts and Theories*. New Delhi: Sterling.
- Chakravarty, Bidyut & Bhattacharya, Mohit. (2003). *Public Administration: A Reader*. New Delhi: OUP.
- Etzioni, Amitai. (1970). *A Sociological Reader on Complex Organizations*. Canada: Rinehart & Winston.
- Golembiewski, Robert A. (1977). *Public Administration as a Developing Discipline*. New York: Routledge.
- Guy, Mary E. & Rubin, Marilyn M. (2015). *Public Administration Evolving*. London: Routledge.

- Holzer, Marc & Schweser, Richard W. (2003). *Public Administration: An Introduction*. London: Routededge.
- Nigro, Felix & Nigro, Llyod D. (2000). *Modern Public Administration*. New York: Harper and Row.
- Shafritz, Jay M. & Russel, E.W. (2001). *Introducing Public Administration*. New York: Longman.
- Verma, S. P. & Swaroop, S. N. (1993). *Personal Administration*. New Delhi: EROPA.