

Paper Code: 3491

THIRD YEAR

Paper – IX

Public Administration

Unit I

Meaning, Nature and Scope of Public Administration, Importance and relevance of Public Administration in a democratic State; Public and Private Administration.

Unit II

Organisation Theory: Old and New, Principles of Organisation, Line-Staff Relationship, Hierarchy, Span of Control, Unity of Command, Forms and Types of organisation.

Unit III

Bureaucracy: Theories, Types and Roles: Max Weber and his critics, Civil Servant-Minister relationship; Personnel Administration: Recruitment, Training, Promotion, Discipline.

Unit IV

New Public Administration, Decision-making, Administrative leadership, Communication, Management of Public Enterprise, Financial Administration: Budget and audit.

Unit V

Good Governance, Problem of Corruption: Transparency and Accountability, Right to Information; Grievance redressal institutions: Ombudsman, Lokpal and Lokayukta.

Suggested Readings:

1. P.H. Appleby, *Policy and Administration*, Alabama University of Alabama Press, 1957.
2. R.K. Arora, *Comparative Public Administration*, New Delhi, Asia Publishing House, 1972.

3. A. Avasthi and S.R. Maheswari, *Public Administration*, Agra, Lakshmi Narain Aggarwal, 1996.
4. M. Bhattacharya, *Public Administration: Structure, Process and Behaviour*, Calcutta, The World Press, 1991.
5. G.E. Caiden, *Dynamics of Public Administration: Guidelines to current Transformation in Theory and Practice*, New York, Holt, 1971.
6. R.T. Golembewski, *Public Administration as a Developing Discipline: Perspectives on Past, Present and Futures*, New York, Marcel Dekker, 1977.
7. R.B. Jain, *Contemporary Issues in Indian Administration* New Delhi, Vishal, 1976.
8. F.A. Nigro and G.L. Nigro, *Modern Public Administration*, New York, Harper Row, 1980.
9. J. Perry, *Handbook of Public Administration*, San Francisco, Jossey-Bass, 1989.
10. H. Singh, and M. Singh, *Public Administration in India: Theory and Practice*, New Delhi, Sterling Publishers, 1990.
11. J.Q. Wilson, *Bureaucracy: What Government Does and Why They Do it?* New York, Basic Books, 1989.