

**B. A. Part-I/Semester-I**

**Paper-I**

**INTRODUCTION TO PUBLIC ADMINISTRATION**

**Learning outcomes:**

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning about basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

**COURSE CONTENT:**

**UNIT – I**

**Public Administration as a Discipline:**

- a) Meaning, Nature, Scope and Significance of Public Administration
- b) Evolution and Growth of Public Administration
- c) Relation of Public Administration with History, Political Science, Sociology, and Economics
- d) Public and Private Administration
- e) New Public Administration

**UNIT – II**

**Approaches in Public Administration:**

- a) Classical Approach
- b) Behavioural Approach
- c) System Approach
- d) Ecological Approach

**UNIT – III**

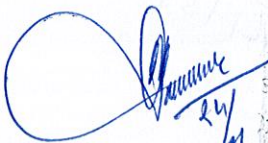
**Organization and its Principles:**

- a) Meaning, Basis and Forms of Organization.
- b) Principles of Organization: Hierarchy, Unity of Command, Span of Control.
- c) Principles of Organization: Coordination, Delegation, Authority and Responsibility.
- d) Principles of Organization: Supervision, Centralization and Decentralization, Headquarter and Field Relationship.

**UNIT-IV**

**Structure of Organization:**

- a) Chief Executive: Meaning, Types and Functions
- b) Line, Staff and Auxiliary Agencies
- c) Departments, Corporations, Boards and Commissions

  
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UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	20	20
II	20	20
III	18	20
IV	17	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme(Hours /Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
						External Marks	Internal Marks	
05	-	-	05	3	80	20	100	40

**Books Recommended:**

1. Avasthi A. and Maheshwari S.R. (2020): *Public Administration*, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
3. Sharma, M. P., Sadana, B.L. and Kaur, Harpreet (2010): *Public Administration-Theory and Practice*, Kitab Mahal, Allahabad.
4. Singh, Hoshiar and Sachdeva, Pradeep (2011): *Public Administration: Theory and Practice*, Pearson Education India, New Delhi.
5. Bhattacharya, Mohit (2008): *New Horizons of Public Administration*, Jawahar Publishers and Distributors, New Delhi.
6. शर्मा, एम .पी .एवंसदाना, बी.एल. (2005): *लोकप्रशासन- सिद्धांत एवं व्यवहार*, किताबमहल, इलाहाबाद.
7. अवस्थी, ए .एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायणअग्रवाल ,आगरा.
8. बोरा, पारस व शिरसाठ, श्याम (2013): *लोकप्रशासनशास्त्र*, विद्याबुक्स ,औरंगाबाद.
9. इनामदार,एन.आर. (2000): *लोकप्रशासन*, दास्ताने रामचंद्र आणि कंपनी ,पुणे.
10. पाटील,पी.बी.(2018): *लोकप्रशासन*, फडके प्रकाशन,कोल्हापूर.
11. बंग,के.आर.(2013): *लोकप्रशासन तत्वे आणि सिद्धांत*, विद्याबुक्स औरंगाबाद.
12. खुमसे,स्मिताआणि रेड्डी, उर्मिला (२०११): *लोकप्रशासनाची मुलतत्वे*, अरुणा प्रकाशन, लातूर.

  
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**B. A. Part-I/Semester-II**  
**Paper-II**  
**INDIAN ADMINISTRATION**

**Learning outcomes:**

1. Knowledge about the evolution and constitutional framework of Indian Administration.
2. Understanding the role of Union Government.
3. Understanding the in-built control mechanisms over constitutional bodies, union-state relationships and control over administration.
4. Awareness about the institutions and mechanism for citizen-state interface

**UNIT – I**

**Evolution & Constitutional Framework:**

- a) Evolution of Indian Administration during Ancient, Medieval and British period
- b) Constitutional Framework of Indian Administration
- c) Salient Features of Indian Administration

**UNIT – II**

**Union Government:**

- a) President; Prime Minister & Council of Ministers
- b) Central Secretariat, Cabinet Secretariat and Cabinet Committees
- c) Prime Minister Office; Ministry of Home Affairs and Finance Ministry

**UNIT – III**

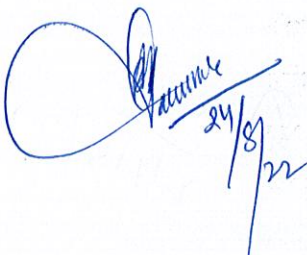
**Constitutional Institutions, Union State Relations & Control over Administration:**

- a) Election Commission of India
- b) Union State Relations (Legislative, Executive and Financial)
- c) Parliamentary, Executive and Judicial Control over Administration

**UNIT – IV**

**Citizen and State Interface:**

- a) Citizens' Grievance Redressal Institutions and Mechanisms
- b) Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta
- c) Minister-Civil Servant relationship

  
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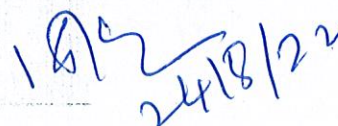
UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	20	20
II	20	20
III	18	20
IV	17	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme (Hours/Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
						External Marks	Internal Marks	
05	-	-	05	3	80	20	100	40

#### Books Recommended:

1. Arora, Ramesh K. and Goyal, Rajanni (2012): *Indian Public Administration: Institutions and Issues*, New Age International Publishers, New Delhi.
2. Chakrabarty, Bidyut and Chand, Prakash (2016): *Indian Administration: Evolution and Practice*, Sage, New Delhi.
3. Basu, Rumki (2019): *Indian Administration Structure, Performance and Reform*, Adroit Publishers. New Delhi.
4. Maheshwari S. R. (2020): *Indian Administration*, Orient Longman, Hyderabad.
5. Avasthi and Avasthi (2020): *Indian Administration*, Lakshmi Narayan Agarwal Publication, Agra.
6. Basu D.D. (2021): *Introduction to the Constitution of India*, Lexis Nexis, New Delhi.
7. फाडिया एवं फाडिया(2018): *भारतीय प्रशासन*, साहित्य भवन पब्लिकेशन, आगरा.
8. माहेश्वरी, एस.(2015): *भारतीय प्रशासन*, लक्ष्मी नारायण अग्रवाल, आगरा.
9. कटारिया, सुरेंद्र (2020): *भारतीय लोक प्रशासन*, नेशनल पब्लिशिंग हाउस, जयपूर.
10. बंगके .आर. (2004) : *भारतीय प्रशासन*, विद्याबुक्स, औरंगाबाद.
11. वाघमारे, श्यामसुंदर आणि इतर(2008): *भारतीय प्रशासनाची रूपरेषा*, राजमुद्रा प्रकाशन, लातूर.

  
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