

BACHELOR OF ARTS
COURSE OF VSK UNIVERSITY
Political Science Semester V

BAPSS 502: Public Administration

Sub Code: BAPSS 502	No of Lecture Hours per week: 04
Total Credit =04	Internal Marks : 30 and Exam Marks : 70 = 100

Objectives:

- *The course seeks to provide an introduction to the interface between public policy and administration in India.*
- *It emphasis issues of democracy, social welfare and financial accountability from a non-western perspective.*

Module I	Introduction to Pubic Administration	10 Hours
a) Meaning, Nature, Scope and Importance of Public Administration b) Approaches to the study of Public Administration – Philosophical, Legal and Historical		
Module II	Principles & Structure of Organization	20 Hours
a) Meaning & Principles of Organization 1) Hierarchy 2) Unity of Command 3) Span of Control 4) Centralization 5) De-centralization 6) Co-ordination b) Structure of Organization – 1) Chief Executive – Types, Functions and Role		
Module III	Personnel and Financial Administration	15 Hours
a) Civil Service – Meaning, Features and Functions, Recruitment, Training, Promotion and Morale b) Budgetary Process – Preparation, Enactment and Execution		
Module IV	Indian Administrative Structure	10 Hours
a) Central Secretariat - Cabinet Secretariat- Meaning, organisation and Functions of Chief Secretary. b) State Secretariat – Organisation, functions and role of Chief Secretary		
Module V	District and Local Administration	10 Hours
District and Local Administration – Deputy Commissioner, Chief Executive Officer, Executive Officer and Panchayat Development Officer (PDO)		

References:

- 1) Public Administration: Principles & Practice, A.R Tyagi, Atma Ram & Sons, Delhi, 2001.
- 2) Public Administration, Avasthi& Maheshwari, Lakshmi NarainAgarwal, Agra, 2009.
- 3) Public Administration In Theory & Practice, M.P Sharma & B.L Sadana, KitabMahak, Allahabad, 1994.
- 4) Public Administration, Mohit Bhattacharya, world Press, Kolkata, 2002.
- 5) Introduction to the study of Public Administration, Leonard. D. White, Eurasia Publishing House, New Delhi, 1982.
- 6) Public Administration, VishnooBhagawan, VidyaBhushan, S.Chand&Co.Ltd, New Delhi, 2005.
- 7) Public Administration, Theory & Practice, Sahib Singh &Swinder Singh, New Academic Publishing Co., Jalandhar, 2003.
- 10) Public Administration, K.K Ghai, Kalyani Publishers, New Delhi, 2007.