

PUBLIC ADMINISTRATION

UNIT-I

Public Administration : Meaning, Nature and Scope. Principles of Organization:- Hierarchy, Span of Control, Unity of Command, Co-ordination, Supervision, Scientific Management of Taylor and Fayol's 14 Principles.

Recent Trends : New Public Administration, New Public Management, Minnow brook – III Perspectives, Good Governance, Citizens' Charter, Public Choice Approach, State vs Market, Public – Private Partnership.

UNIT-II

Evolution of Indian Administration, Preamble, Fundamental rights and Directive Principles of State Policy. President of India, Prime Minister of India, Parliament, Cabinet Secretariat, Prime Minister's Office, Supreme Court of India.

State Administration : Governor, Chief Minister, State Legislature, Chief Secretary, District Collector, NITI Aayog, National Development Council, Election Commission, Lok Pal and Lokayukta, Administrative Reforms Commission.

UNIT-III

Evolution of Local Governance in India : 73rd Amendment Act, Rural Local Government – Gram Panchayat, Panchayat Samiti, Zilla Parishad, Rural Development Programmes.

74th Amendment Act : Urban Local Government – Municipal Corporations, Municipalities, NACs, Urban Development Programmes, State Government Control over Local Bodies.

UNIT-IV

Management : Meaning, Functions and Challenges, Motivation, Leadership, Decision Making, Communication.

UNIT-V

Comparative Public Administration : Meaning, Nature and Scope, Fred Riggs Model. Public Personnel Administration : Meaning, Nature, Significance, Recruitment, Training, Promotion, Performance Appraisal, Ethics in Administration, Union Public Service Commission.

Budget : Preparation and Enactment, Estimates Committee, Public Accounts Committee, Comptroller and Auditor General of India.

Public Policy Making, Implementation, Monitoring and Evaluation.