

**Swami Ramanand Teerth Marathwada University,
Nanded**

PUBLIC ADMINISTRATION

**B.A. First Year
(Semester Pattern)**

Semester :- I and II

(Effective from June - 2009)

PUBLIC ADMINISTRATION
(Effective From June 2009)

BA I Year

Semester – I

Principles of Public Administration Paper-I

1) Public Administration :

- i) Meaning, Nature, Scope & Importance
- ii) Public Administration & Private Administration
(Similarities & Dissimilarities)

2) Organization :

- i) Meaning & forms of organization (Formal & Informal)

3) Principles of Organization:

- i) Hierarchy-Meaning, Merits & Demerits
- ii) Span of Control-Meaning, Dependant Factors
- iii) Co-ordination-Meaning, Needs & Means

4) Chief Executive :

Meaning, Types, Functions & Qualities of Chief Executive

PUBLIC ADMINISTRATION
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BA I Year
Semester – I

An Outline of Indian Administration Paper-II

1) Evolution of Indian Administration :

- I) Evolution :
 - i) Administration in Ancient India
 - ii) Administration in Medieval India
 - iii) Administration in Modern India (British Period)
- II) Features : Salient Features of Indian Administration

2) Constitutional Framework :

- i) Fundamental Rights
- ii) Fundamental Duties
- iii) Directive Principles of State Policy

3) Union Government and Administration :

- i) President – Powers, Functions & Position
- ii) Vice President – Powers & Position
- iii) Prime Minister – Powers & Position
- iv) Council of Ministers – Structure & Functions
- v) Prime Ministers Office – Structure & Functions
- vi) Cabinet Secretariat – Structure & Functions

4) Union Legislature :

- i) Loksabha – Composition & Functions
- ii) Rajyasabha - Composition & Functions

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Semester – II

Principles of Public Administration Paper-III

1) Principles of Organisation

- 1) Communication – Meaning, Means & Principles
- 2) Unity of Command – Meaning, Merits & Demerits
Bases of Organization (4Ps)

2) Public Relation :

Meaning, Agencies & Importance

3) Recent Trends In Public Administration :

- i) Good Governance
- ii) e-Administration
- iii) Public Choice Approach
- iv) Citizens Charter

4) Accountability & Control :

- i) Concept of Accountability & Control
- ii) Types of Control Over Public Administration
 - a) Legislative
 - b) Executive
 - c) Judicial

PUBLIC ADMINISTRATION
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BA I Year

Semester – II

An Outline of Indian Administration Paper-IV

1) Union Judiciary :

- i) Supreme Court – Structure, Powers & Functions
- ii) Judicial Review

2) Statutory and Non-Statutory Bodies :

- i) Union Public Service Commission
- ii) Election Commission
- iii) SC, ST & OBC Commission
- iv) National Human Rights Commission
- v) Planning Commission

3) Ministries : Organistion & Functions:

- i) Ministry of Home Affairs
- ii) Ministry of Human Resource Development
- iii) Ministry of Rural Development

8) Administrative Reforms:

- i) Objectives of Administration Reforms
- ii) Gorwala & Appleby Commission and their Recommendations
- iii) Sarkaria & Moily Commission and their Recommendations
- iv) Right to Information

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- 1) Awasthi & Maheshwari : Public Administration
Laxminarain Agrawal, Agra 1997
- 2) A.R. Tyagi : Public Administration- Atma Ram & Sons
New Delhi – 1990
- 3) C.P. Bhambri : Public Administration
- 4) Felix Nigro and Liyod Nigro : Modern Public Administration –
Harper and Row Publication, New York
- 5) Goel S.L. : Advanced Public Administration
Sterling, New Delhi, 1994
- 6) Mohit Bhattacharya : Public Administration-
World Press, Calcutta-1991
- 7) Mohit Bhattacharya : New Horizons of Public Administration
Jawahar Publications, New Delhi-1999
- 8) O.P. Shrivastav : Public Administration and Management
- ९) डॉ.फडिया एवं डॉ.फडिया : उच्चतर लोकप्रशासन
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- १०) डॉ.आर.के. दुबे : आधुनिक लोकप्रशासन—लक्ष्मीनारायण अग्रवाल
आगरा २००३
- ११) डॉ.भूताळे व प्रा.वडवळे : लोकप्रशासन —सहयाद्री पब्लिकेशन, नांदेड
- १२) डॉ.शांताराम भोगले : लोकप्रशासनाचे व सिध्दांत व कार्यपध्दती
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औरंगाबाद
- १४) डॉ. बोरा व डॉ.सिरसाठ : लोकप्रशासनशास्त्र
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- १५) प्रा.बी.बी. पाटील : लोकप्रशासन — फडके प्रकाशन, कोल्हापूर
- १६) प्रा.एन.आर. इनामदार : लोकप्रशासन — दास्ताने रामचंद्र व कंपनी,
पुणे
- १७) डॉ.व्ही.जी. नांदेडकर : लोकप्रशासन, के अनिरूध्द पब्लिकेशन हाऊस,
के सागर पब्लिकेशन, पुणे
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- 4) B.P. Puri : History of Indian Administration
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- 6) D.D. Basu : Introduction to the Constitution of India Prentice Hall, New Delhi-1994
- 7) Hoshiar Singh : Indian Administration- Kitab Mahal Distributes, New Delhi
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- 11) Ramesh Arora : Indian Public Administration, Vishwas Prakashan, New Delhi
- 12) Shriram Maheshwari : Indian Administration, Orient Longman, New Delhi
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