

PAPER-IV PUBLIC ADMINISTRATION

(Questions will be set from each Unit/Section)

Course Content

UNIT-I	Basis Concepts of Public Administration <ol style="list-style-type: none">1. Meaning, Nature and Scope of Public Administration.2. Basic Principles of Public Administration.3. Public Administration and Private Administration.
UNIT-II	General Problems and Principles of Organisation <ol style="list-style-type: none">1. Definitions and Problems of Organisation.2. Organisation Theories : Approaches.3. Principles of Organisation.4. Chief Executive as General Manager.5. Line and Staff Agency, Departments.6. Bureau and Commission or Single and Plural Types of Heads.7. Independent Regulatory Commission.8. Field Services.
UNIT-III	Management <ol style="list-style-type: none">1. Management and its Tasks, Scientific Management, Policy-making in Administration, Administrative Leadership, Authority, Delegation, Administrative Planning, Communication, Motivation, Concept of Control, Supervision, Human Relations in Management : Elton Mayo, Role and Importance of Civil Service, Personnel System, Recruitment of Public Servants, Training, Promotion, Employees Association and Union.
UNIT-IV	Financial Administration <ol style="list-style-type: none">1. The Problems of Financial Administration, Budget, Financial Administration in U.S.A., Budgetary Process in India, Performance Budgeting, Ministry of Finance, Parliamentary Financial Committees in India, Accounting, Audit, Administrative Law, Administrative Adjudication, Delegated Legislation.
UNIT-V	Control Over Administration <ol style="list-style-type: none">1. Legislation Control over Administration, Executive Control over Administration, Judicial Control over Administration, Public Relations, Administrative Reforms, Ombudsman.