

SYLLABUS FOR TYBA POLITICAL SCIENCE (S-3)

PUBLIC ADMINISTRATION

Course Rationale:

This paper is an introductory course in Public Administration. The essence of Public Administration lies in its effectiveness in translating the governing philosophy into programmes, policies and activities and making it a part of community living. The paper covers personnel public administration in its historical context thereby proceeding to highlight several of its categories, which have developed administrative salience and capabilities to deal with the process of change. The recent developments and particularly the emergence of New Public Administrations are incorporated within the larger paradigm of democratic legitimacy. The importance of legislative and judicial control over administration is also highlighted

SECTION-I

UNIT-I: - Public Administration 12

- a) Meaning
- b) Nature
- c) Scope and Significance

UNIT-II: - New Public Administration 12

- a) Evolution
- b) Salient Features
- c) Goals

UNIT III:- Approaches to Public Administration. 12

- a) Traditional Approach
- b) Behavioral Approach
- c) System Approach

UNIT-IV: - Governance 12

- a) Idea of Good Governance
- b) E-Governance
- c) Public Private Partnership

SECTION-II

UNIT-V:- Bureaucracy 12

- a) Meaning and Definitions
- b) Administrative Reforms

UNIT-VI: - Personnel Administration 12

- a) Recruitment
- b) Training
- c) Promotion

UNIT-VII: - Budget 12

- a) Meaning and types
- b) Budgetary Process in India

UNIT-VIII: - Accountability and Control

12

- a) Administrative Accountability
- b) Legislative Control
- c) Judicial Control

Readings:

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