

UNIVERSITY OF MADRAS
B.A. DEGREE COURSE IN HISTORICAL STUDIES
SYLLABUS WITH EFFECT FROM 2020-2021

BHS-DSA05

ALLIED: PRINCIPLES OF PUBLIC ADMINISTRATION

Instr.Hrs.: 6
Credits : 5

Year : I / II
Semester: I / II / III / IV

Learning Outcomes:

Students will acquire

a) adf

b) dfa

Objectives:

- To give an overview regarding the principles of organization and administration.
- To provide a clear understanding regarding the functions of Indian administration.
- The course gives an opportunity to the students to understand the structure and functions of governmental machinery in India.

Contents

UNIT I

Meaning of Public Administration – Public Administration and its relations with other Social Sciences – Organization: Bases and Principles of Organization – Hierarchy – Span of Control – Unity of Command – Centralization and Decentralization – Nature and Scope of Indian Administration.

UNIT II

Central Secretariat: Composition, Structure and Functions – State Secretariat: Composition, Structure and Functions – Chief Secretary: Powers and Functions

UNIT III

Cabinet Secretariat: Role and Functions – Prime Minister's Office: Composition and Functions – Cabinet Committees – Planning Commission and NITI Aayog – Major Ministries: Home Affairs, External, Finance, Defence.

UNIT IV

Civil Services in India: Recruitment to All India and Central Services – Systems of Recruitment – Rationale of All-India Services – Powers and Functions of UPSC – Staff Selection Commission – State Public Service Commission – Training of Civil Servants.

UNIT V

Concept of Budget: Concept and Forms – Formulation and Enactment – Execution of Budget – Accounting and Auditing in India: Role of Comptroller and Auditor General – Duties and Powers – Prevention of Corruption – Institution of Lok Pal.

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BOOKS FOR REFERENCE:

1. Amreshwar Avasthi & S. Maheshwari: Public Administration
2. Rumki Basu : Public Administration - Concepts & Theories
3. Bhagwan & Vidya Bhusan : Public Administration
4. Lakshmi Kant : Public Administration
5. Sadhana Thakur : Public Administration
6. P.D. Sharma & B.M. Sharma : Public Administration – Retrospect
& Prospect
7. P. Gomathinayagam & Dinakaran : Public Administration (Tamil)
8. <https://www.managementstudyguide.com/what-is-public-administration.htm>
9. https://learn.org/articles/What_is_Public_Administration.html