

**IV SEMESTER  
COURSE-I POLITICAL SCIENCE**

**Major-5:  
Public Administration**

**UNIT-I**

- 1) Public Administration definition, nature, scope and importance: public administration vs. private administration: politics vs administration; new public administration.
- 2) Organization meaning and importance; principles-hierarchy; span of control; delegation of authority; unity of command; integration; centralization vs decentralisation (principles, limitations & examples)

**UNIT-II**

- 1) LINE & Staff-
  - a) meaning, differences, functions, Line agencies (Departments; public corporations/ companies; Indep Regulatory Commissions)- their features, working and control.
  - b) Staff agencies- general, specialized/technical &auxiliary (importance, functions, examples)
- 2) CHIEF EXECUTIVE-types, functions & role. 2
- 3) DELEGATED LEGISLATION-Causes for growth, forms merits, limitations & safeguards (apt examples.)
- 4) ADMINISTRATIVE ADJUDICATION-importance, causes for growth, functions, limitations working of tribunals (examples)

**UNIT-III**

1. Personnel-Bureaucracy-meaning, merits & demerits (Max Weber); functions, kinds of bureaucracy. Neutrality and anonymity as special features.
2. Problems-Recruitment, training, promotion, retirement morale & discipline (principles, merits, limitations.) Recruitment agencies - public service commissions & other selection agencies, A special reference- UPSC & SPSC (India)
3. Authority & responsibility-meaning, relationship, limitations; kind of authority (Max Weber's kinds of domination); kinds of responsibility.

**UNIT IV**

1. Management-meaning, principles, test of good management; values of management; tasks (POSDCOR B)
2. Leadership meaning qualities desired; policy formulation & decision making- tasks & problems.
3. Morale & discipline-meaning & implications; relationship; conditions.

## UNIT V

1. Planning need for and importance; principles and features, kinds, programme planning (a special note) problems planning in India- a brief history latest 5th year plan (brief highlights)

Pub Adm (Contd)

2. Budgeting meaning, importance, principles kinds; a special reference to programme budgeting; the latest Indian budget (an overview and comment)

3. Communication- meaning principles; what-when-who & how", necessary conditions and limitations, media (their advantages and limitations)

4. Direction & Supervision-meaning need for methods & limitations; reporting- a special instrument-problems.

5. Control meaning, measures, problems.