

University of Rajasthan, Jaipur

Syllabus

Of

Multi-Disciplinary Subject

(Public Administration)

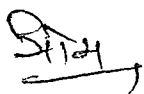
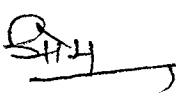
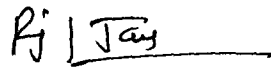
III Semester

Department of Public Administration

University of Rajasthan

Jaipur




2024-25

Signature of Dean	Signature of BoS convenor	Signature of DR(Acad.-I)
		

Dy. Registrar
(Academic)

University of Rajasthan
JAIPUR

Fundamentals of Public Administration

Signature of Dean	Signature of BoS Convener	Signature of DR (Academic-I)
		

W. H. B. —

Detailed Syllabus
MDS-PAD-69T-209
Fundamentals of Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
MDS-PAD-69T-209	Fundamentals of Public Administration	6	Major	4

Unit – I

Introduction to Public Administration : Meaning, Nature, Scope and Importance of Public Administration. Evolution of Public Administration as a Discipline. Similarities and Dissimilarities between Public and Private Administration. Approaches to Study of Public Administration- Classical and Human Relations.

Unit – II

Principles of Public Administration : Bases and Types of Organization, Hierarchy, Unity of Command, Span of Control, Delegation, Centralization and Decentralization, Decision Making and Communication.

Unit – III

Personnel Administration : Meaning, Nature and Importance. Concept of Bureaucracy. Civil Services and its role in Administration. Classification, Recruitment, Training and Promotion of Civil Servants.

Unit – IV

Financial Administration : Meaning, Nature and Importance. Budget - Meaning and Types. Principles of Budgeting. Budget as a tool of Socio-Economic Policy and Development.

R. I. J. A.
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Suggested Books –

1. Awasthi and Maheswari : Public Administration
2. C.P.Bhambhari : Public Administration
3. Sachdeva and Sogani : Public Administration ; Concepts and Application
4. Mohit Bhattacharya : Public Administration
5. Rumki Basu : Public Administration
6. Sharma, Sadana and Kaur : Public Administration in Theory and Practice.

Course Learning Outcomes :

The student will be able to:

1. Understand the development and evolution of the discipline of Public Administration.
2. Understand the basic Principles of Public Administration.
3. Understand the basic concepts of Personnel and Financial Administration.

Signature of Dean	Signature of BoS Convener	Signature of DR (Academic-I)
