



SECOND SEMESTER – 2015-16

Course Handout (Part II)

Date:

In addition to part - I (General Handout for all courses appended to the time table) this portion gives further specific details regarding the course.

Course No. : HUM C351 / GS F333
Course Title : PUBLIC ADMINISTRATION
Instructor-in-charge: Umesh Dhyani

1. Scopes and Objective of the Course:

The objective of the course is not only to make the students aware of the complex issues of public administration but also to equip them with a knowledge that will help them to solve the problems of Public administration in India. It aims to prepare administrator for the country. The specialists with the knowledge of public administration will be better suited to discharge their duties efficiently. The course covers the theory and practice of public administration with special reference to India.

2. Text Book: Sharma M.P., Public Administration in Theory and Practice. Allahabad, Kitab Mahal, 40th Ed., 2004.

Reference Books:

- (a) A.R. Tyagi - Public Administration (Principles & Practice), Delhi Atma Ram & Sons, 1987
- (b) A. Avasthi & S.R. Maheshwari - Public Administration Agra, Laxminarain Agarwal, 1992-93
- (c) Dimock & Dimock - Public Administration
- (d) Indian Journal of Public Administration

3. Course Plan:

Topic	No. of LecT.	Ref. to text Book
(a) Definition, nature and scope of Public administration	4	Chapter 1&2
(b) The Chief executive	4	9
(c) Leadership - qualities of an Administrator	2	9
(d) Principles of Organization	3	8
(e) Organization of ministry of Govt. Of India.	1	16
(f) Personnel Administration; Bureaucracy	3	15
(g) Recruitment	2	16
(h) Promotion	2	16
(i) Conduct and Discipline	2	16
(j) Integrity in Administration	2	16





(k) Employer - employee Relationship 2 16

(l) Administration at work 3 17
(m) Public Corporation in India 3 Ref
(n) Financial Administration in India 4 19
(o) Local Administration in India 4 25

41

4. **Instruction for Writing Report:**

Students will select topics related to the lectures prescribed in this course.

5. **Reading - Assignments:**

Students should come prepared to the class after reading the topic on which lecture will be delivered in the class.

6. **Evaluation:**

EC No.	Evaluation Component	Duration	Weightage	Date, Time & Venue
1	Mid Semester Test	90 Minutes	30	15/3 2:00 - 3:30 PM
2	Report / Assignment / Seminar	-	30	To be announced
3	Comprehensive Examination	3 Hours	40	6/5 FN

7. **Chamber Consultation Hour:** To be announced in the class.

8. **Notices:** Notices concerning the course will be displayed on the Notice Board of Department of Humanities and Social Sciences.

Instructor-in-charge
HUM C351 / GS F333

