



**Maharaja Surajmal Brij University
Bharatpur (Rajasthan)**

Syllabus

Multidisciplinary Course

Subject: Public Administration

Semester-III

Session (2024-25)

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डॉ. अरुण कुमार पाण्डेय
उपकुलसचिव
प्रभारी अकादमिक प्रथम

Syllabus

MDC- PAD

10T -1001

Fundamentals of Public Administration

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
III	MDC-PAD 10T -1001	Fundamentals of Public Administration			6	4
Level of Course	Type of the Course	Credit Distribution			Offered to NC Students	Course Delivery Method
		Theory	Practical	Total		
6	MAJOR	4	0	4	YES	Lecture
List of Programme Codes in which Offered as Minor Discipline		NA				
Prerequisites		XII Pass				
Objective of the Course		Public Administration is a unique discipline in the field of social sciences demonstrating the amalgamation of rich notions and vibrant praxis. The objective of this paper is to explore the essential principles of the discipline together with practical aspects of Personnel and Budget Administration. The paper offers valuable insights to the learner on the various dimensions of the subject. The student will be able to understand the concepts; principles, civil services and budget formulation from this course.				


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Detailed Syllabus
MDC- PAD - 10T -1001
Fundamentals of Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
MDC- PAD 10T -1001	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.


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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.


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