



SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

F.Y.B.A. Public Administration

Syllabus

(Semester & Choice Based Credit System)

(To be implemented from the Academic Year, 2019-20)

SavitribaiPhule Pune University
F. Y. B. A. Public Administration
(CBCS pattern to be implemented from 2019-2020)
G-1 General Paper
INTRODUCTION TO PUBLIC ADMINISTRATION
Total Credits : 03
PA – G1

Objectives:

1. To introduce the students to the discipline of Public Administration;
2. To acquaint them with the principles and types of Administration.

Semester – I	Period
Unit 1: Nature of Public Administration	12
a. Meaning ,Nature and Scope of Public Administration	
b. Significance of Public Administration	
c. Public and Private Administration.	
d. Evolution of Public Administration	
Unit 2: Approaches to the study of Public Administration	12
a. Traditional Approaches	
b. Modern Approaches	
c. Contemporary Approaches	
Unit 3: Principles of Organization	12
a. Meaning and Bases of organization	
b. Hierarchy, Span of Control and Decision Making	
c. Communication, Co-ordination and Supervision	
Unit 4: Structure of Organization	12
a. Chief Executive -Types and Functions	
b. Department - Bases of Department	
c. Line and Staff Agencies	

Semester –II

Unit 5:Personnel Administration **12**

- a. Meaning ,Importance and Scope.
- b. Recruitment process and Training.
- c. Promotion and Retirement.

Unit 6: Financial Administration **12**

- a. Meaning and Importance
- b. Types of Budgets and Budgetary Process.
- c. Participatory budgeting

Unit 7: Accountability and Control **12**

- a. Concept of Accountability and Control
- b. Control over Public Administration: Legislative, Executive and Judicial

Unit 8:Public Grievances Administration **12**

- a. Structure and Role of Administrative Tribunals.
- b. Lokpal and Lokayukta
- c. Right to Public Services

Reading

1. भोगलेशांतराम ,2006,लोकप्रशासनाची सिद्धांत व कार्यपद्धती, औरंगाबाद, कैलासप्रकाशन.
2. Basu Rumki,2012,Public Administration: Concepts and Theories,New Delhi, Sterling Publishers.
3. चक्रवर्तीबिद्युतआणि चंद्रप्रकाश , 2018, जागतिकीकरणातील लोकप्रशासन : सिद्धांतआणिव्यवहार ,नवी दिल्ली ,सेज प्रकाशन .
4. Chakraborty Bidyut,2018,Public Administration in the Globalizing World,New Delhi,Sage Publishers
5. Goel S.L.,2003, *Advanced Public Administration*, Deep and Deep Publications, New Delhi .
6. इनामदारएन. आर.वकाळेसुनीता 1997, लोकप्रशासन, पुणे,साधनाप्रकाशन
7. Laxmikanth M.,2018,*Public Administration* , New Delhi ,McGraw Hill Publication Pvt. Ltd.
8. Maheshwari S.R.,2017,*Administrative Theories*, New Delhi,Allied Publishers.
9. पाटीलबी. बी. ,2006, लोकप्रशासन, कोल्हापूर ,फडकेप्रकाशन.
10. TygiA.R. ,1990, *Public Administration*, Atmaram& Sons. New Delhi.