

6A B.A. IIIrd Year 5th & 6th Semester Scheme of Examination (w.e.f. the academic session 2020-21)

5th Semester PUBA 301 : Rural Local Governance (Option-II)

UNIT - I Introduction

- Evolution and Growth of rural local governance in India
- Committees and Commissions on Panchayati raj

UNIT - II Constitutional Provisions

- 73rd Constitutional Amendment Act, 1992
- Gram Sabha – composition, functions and role
- Gram Panchayat: composition, functions and role

UNIT - III Panchayati Raj Institutions

- Panchayat Samiti: composition, functions and role
- Zila Parishad: composition, functions and role
- Sources of finance for rural local bodies

UNIT - IV Institutional Framework for PRIs

- District Rural Development Agency & District Planning Committee
- State Election Commission & State Finance Commission
- Rural Urban Relationship and Problems

6th Semester PUBA 302 : Development Administration (Option-III)

UNIT - I Introduction

- Development and its dimensions;
- Approaches to Development
- Ecology of Development Administration;
- Sustainable Development

UNIT - II Conceptual Constructs

- Development Administration: concept, features and significance
- Contribution of Edward Weidner, Fred W. Riggs and Dwight Waldo

UNIT - III Issues

- Globalization and Development Administration;
- Emergence of Non-State Actors in Development Administration;
- Gender Parity in Development;
- Role of Bureaucracy in Development

UNIT - IV New Perspectives of Development

- Public Private Partnership
- Corporate Social Responsibility
- Inclusive Development;
- Sustainable Development Goals (SDGs)

6B B.A. IInd Year 3rd & 4th Semester Scheme of Examination (w.e.f. the academic session 2019-20)

3rd Semester PUBA 201: Public Financial Administration

UNIT - I Public Budget: Concepts and Meaning

- Meaning and Significance of Financial Administration
- Budget: Concept and Principles
- Budget as an Instrument of Financial Administration
- Budget as an Instrument of Public Policy and Management

UNIT- II Budget: Types and Processes

- Types of Budgets: Line-Item Budgeting; Performance Budgeting, Zero-Base Budgeting and Target Base Budgeting

- Budget Formulation and Enactment and Execution of Budget with special reference to India.

UNIT - III Financial Institution

- Union Ministry of Finance
- Finance Commission of India
- Comptroller & Auditor General (CAG)

UNIT - IV Public Finance and Resource Mobilization and Financial Control Resource Mobilization:

- Tax and Non-Tax Sources
- Public Borrowing and Deficit Financing
- Legislative Control over Finances with special reference to parliamentary committees

4th Semester PUBA 202: Public Personnel Administration

UNIT - I Conceptual Understating of Human Resources in the Public Sector-I

- Personnel Administration: Meaning; Nature and Significance
- Role of Public Services
- Classification of Civil Services – Concept and Bases

UNIT - II Conceptual Understating of Human Resources in the Public Sector-II

- Bureaucracy: Concept, Characteristics and Types
- Recruitment
- Training and Promotion

UNIT - III Public Personnel System in India - I

- Constitutional Provisions with regard to Civil Services in India
- Recruitment Agency at Centre Level: UPSC
- Performance Appraisal and Promotion Mechanism

UNIT - IV Public Personnel System in India - II

- Service Conditions and Disciplinary Actions
- Administrative Ethics and Code of Conduct
- Administrative Tribunal and Recent Civil Services Reforms

<p>6C B.A. 1st Year 1st & 2nd Semester Scheme of Examination (w.e.f. the academic session 2019-20)</p>
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1st Semester PUBA 101: Elements of Public Administration

Unit I: Public Administration as a Discipline

- Meaning, Nature, Scope, Dimensions and Significance of the Discipline Its relations with Political Science, Management, Law and Economics Public and Private Administration
- Evolution of Public Administration with special focus on Minnowbrook Conferences New Public Administration (NPA)

Unit II: Organization and its Principles

- Organization: Meaning, Basis and Forms of Organizations
- Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination
- Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

Unit III: Organization: Structure and Processes

- The Chief Executive: Meaning, Types, Functions and Role
- Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships. Decision-making

- Communication Leadership

Unit IV: Emerging Perspectives -I

- State Vs. Market Debate
- Public Choice Paradigm
- Governing the Commons: Common-Pool Resources (CPR)
- Development Administration: Meaning, Nature and Scope

Semester II PUBA 102: Basics of Public Administration

Unit I: Classical Theories of Organization

- Scientific Management (F. W. Taylor)
- Administrative Management (Fayol, Gullick, Urwick and Others)
- Ideal-Type Bureaucracy (Max Weber)

Unit II Neo-Classical & Motivational Theories

- Human Relations Theory (Elton Mayo)
- Rational Decision-Making (Herbert Simon)
- Two-Factor Theory (Herzberg)

Unit III Contemporary Theories

- Ecological Approach (Fred Riggs)
- Innovation and Entrepreneurship (Peter Drucker)
- Models of Decision-Making (March & Olsen and Richard Thaler)

Unit IV: Emerging Perspectives -II

- Feminist Perspectives
- New Public Management (NPM) New Public Service (NPS)
- Public Policy: Concept, relevance and Approaches
- Formulation, Implementation and Evaluation (Special reference to India)