Syllabus

B.A., LL.B. (Hons.), 5th Semester
Subject: Political Science – III

- *Prof. S. P. Singh*

SI. No.	Topics	Lecture to be delivered
1.	**Basic Concept of Public Administration :** (i) Meaning, Nature and its Scope, (ii) New Public Administration, (iii) Public Administration and Private Administration, (iv) Concept of Good Governance.	10
2.	**Theories of Organization :** (i) Scientific Management Theory of Organization, (ii) Human Relations Theory of Organization, (iii) Bureaucratic Theory of Organization, (iv) The Formal Theory of Organization (Henri Fayol, Luther Gulick & Lyndall Urwick).	12
3.	**Principles of Organization :** (i) Hierarchy, (ii) Span of Control, (iii) Unity of Command and (iv) Centralization & Decentralization.	05
4.	Concept of Line, Staff and Auxiliary Agencies.	04
5.	**Personnel Public Administration :** Recruitment, Training and Promotion	06
6.	**Administrative Law :** (i) Delegated Legislation, (ii) Administrative Tribunal.	08
7.	**Control over Public Administration:** (i) Executive , (ii)Legislative, (iii) Judicial Control.	05
8.	Concept of Panchayati Raj in India and its Evolution.	04
9.	**Corruption :** Causes and Remedies	02
	TOTAL LECTURES	**56**

Reference Book :
(i) **Introduction to the Study of Public Administration –** By Leonard D. White, *Publication :* Eurasia Publishing House (Pvt.) Ltd.
(ii) **Elements of Public Administration –** By Fritz Morstein Marx, *Publication :* New York Prentice-Hall-Inc.
(iii) **Principles of Public Administration –** *By W. F. Willoughby, Publication : Central Book Depot, Allahabad.*
(iv) **Administrative Thinkers -** *By Prasad and Prasad, Publication : Sterling Publishers Private Limited.*
(v) **Public Administration –** *By Herbert A. Simon, Publication : Alfred A. Knopf : New York*
(vi) **Public Personnel Administration –** By E. Mosher, Glenn Stahl, *Publication : Harper & Brothers Publishers, New York.*
(vii) **Public Administration –** *By Dr. B.L. Fadia & Dr. Kuldeep Fadia, Publication : Sahitya Bhawan Publications*
(viii) **Public Administration –** *By Avasthi & Maheshwari, Publication : Lakshmi Narain Agarwal, Agra-3.*