

SARDAR PATEL UNIVERSITY
Programme & Subject: M.A (Political Science)
Semester: III
Syllabus with Effect from: June – 2010/2011

Paper Code:PA03CPOS03	Total Credit: 4
Title Of Paper: Public Administration	

Unit	Description in Detail	Weightage (%)
I	Basic concepts and principles: Organisation, hierarchy, unity of command, span of control and Authority and Responsibility.	20%
II	Theories of Administration: scientific Management, Classical Theory, Bureaucratic Theory, Systems approach	20%
III	Administrative Behaviour: Decision making with special reference to H Simon, communication and control, leadership theories, Theories of motivation	20%
IV	Administrative Systems: comparative administrative features of USA & Great Britain.	20%
V	Personnel Administration and Financial Administration: Role of Civil Service in developing societies, Position Classification, Recruitment, Training Budget: concepts and forms, Accounts and Audit.	20%

Basic Text & Reference Books:-

- Mohit Bhattacharya, structure, Processess and Behaviour.
- Nicholas Henry, Public Administration and Public Affairs.
- Nigro and Nigro, Modern Public Administration.
- D. Guishiain, Organisation and Management.
- A.R. Tyagi, Public Personnel Administration.
- M.J.K. Thavaraj, Financial Administration of India.
- P.R. Dubhasi, Administrative Reforms.
- R.K. Arora, Comparative Public Administration.
- James F. Anderson, Public Policy making.
- D.D. Basu, An Introduction to the constitution of India.
- A.R. Tyagi, Personnel Administration.
- Administrative Reforms Commission report.

