

(Proposed Course Structure to be introduced at under graduate level in Universities of Bihar)

Public Administration
(A) Major Core Courses

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	MJC-1	Principles of Public Administration	6	100
2.	II	MJC-2	Administrative Thought	6	100
3.	III	MJC-3	Indian Administration	5	100
4.	III	MJC-4	Personnel Administration	4	100
5.	IV	MJC-5	Comparative Administration	5	100
6.	IV	MJC-6	Administrative Law	5	100
7.	IV	MJC-7	Financial Administration	5	100
8.	V	MJC-8	Social Welfare Administration	5	100
9.	V	MJC-9	Development Administration	5	100
10.	VI	MJC-10	Public Policy Administration	4	100
11.	VI	MJC-11	Principles of Organization	5	100
12.	VI	MJC-12	Local Self Government	5	100
13.	VII	MJC-13	Good Governance	5	100
14.	VII	MJC-14	Administration of Public Enterprises	5	100
15.	VII	MJC-15	Modern Administrative System	6	100
16.	VIII	MJC-16	Research Methodology	4	100

Sub Total = 80

SEMESTER-I

PAPER	:	MJC-1	Full Marks : 100
TITLE OF THE PAPER	:	Principles of Public Administration	ESE : 70
CREDIT	:	6	CIA : 30

Course Objectives

After the completion of the course, the students will be able to :

- CO1: Comprehend nuances of Administration.
- CO2: Strengthen the Skill to analyze public and Private Administration Trajectory.
- CO3: Get an overview of changing global concepts of Administration.
- CO4: Update Students with development strategies in the era of globalisation.

Course Outcomes

After the completion of the course, the students will be able to :

- CO1: Be well acquainted with the theory and practices of Administration.
- CO2: Significantly add to the pragmatic attitudinal and behavioral pattern in management of affairs.
- CO3: Be aware of strength and weaknesses of Administration.
- CO4: Assess and Focus in their career options and will therefore improve their personality traits in organizational behavior.

MJC 1: Principles of Public Administration		
Unit	Topics to be covered	No. of Lectures
1	A. Meaning, Nature, Scope and Significance of Public Administration B. Public and Private Administration	10
2	A. Relation of Public Administration with other Social Sciences, Political Science, Economics, History, Sociology and Psychology. B. Evolution of the Concept of Public Administration.	8
3	A. Approaches to the Study of Public Administration. 1. Classical Approach 2. Behavioral Approach 3. Human Relation Approach B. New Public Management Approach	8
4	A. Control over Administration. 1. Legislative Control 2. Judicial Control 3. Bureaucratic Control B. Public Corporation, Board, Department and Commission.	12
5	A. Administrative Reforms Commission-Composition, Functions and Reforms. B. Independent Regulatory Commission-Composition and Functions.	10
6	A. Administrative Models 1. Prismatic Model 2. Bureaucratic Model 3. Development Model	12
	Tutorial	10
	TOTAL	70

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Suggested Readings

- (1) Awasthi and Maheshwari, *Public Administration*, Lakshmi Narayan Agarawal Publisher, Agra 2018, (E+H).
- (2) B.L Fadia, *Public Administration*, Sahitya Bhawan Publisher, Agra, 2004, (E+H).
- (3) C.P Bhambhri, *Public Administration, Theory and Practice*, Jai Prakash Nath Publisher, Meerut, 1991
- (4) Ramesh K. Arora, *Administrative Theory*, I.I.P.A Publisher, New Delhi.
- (5) एम. पी. शर्मा एवं बी. एल. सदाना, *लोक प्रशासन सिद्धांत एवं व्यवहार*, किताब महल, दिल्ली, 1991

Additional Readings

- (1) Vishnu Bhagwan and Vidya Bhushan, *Theory of Public Administration*, S.Chand and Company, New Delhi, 1991
- (2) Ramesh K. Arora, *Perspective in Administrative Theory*, Associate Publisher, New Delhi, 1979
- (3) Manjari Damle and Kamlesh Kumar Gupta, *Contemporary Public Administration* (in Hindi), K.K. Publisher, New Delhi, 2021
- (4) Dennart and Dennart, *Public Administration*, Rawat Publisher, Jaipur, 2009
- (5) Feli A. Nagare, *Modern Public Administration*, New Delhi, 1977

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