



TRIPURA UNIVERSITY

**(A Central University)
Suryamaninagar-799022**

Syllabus

OF

**Public Administration
Semester - V**

2014

Compulsory Paper for U. G. Course
Public Administration (For 5th Semester)

Unit I

1. Meaning, nature and scope of Public Administration.
2. Significance of Public Administration: Theoretical and Practical.
3. New Public Administration, Comparative Public Administration.
4. Development Administration.

Unit II

1. Theories of Administration: Scientific Management Theory, Classical Theory of Management, Human Relations Theory.
2. Principles of formal Organization: Hierarchy, Span of Control, Unity of Command, Centralization and Decentralization, Staff, Line and Auxiliary Agencies.
3. Management: Its meaning, nature, types and values: Distinguish between Management and Administration.

Unit III

1. Bureaucracy: Max Weber and Marx.
2. Public Administration in the age of globalisation.
3. Budget making process in India.
4. Lokpal and Lok Ayukta.

Unit IV

1. District Administration, Block Administration.
2. Constitutional body under 73rd and 74th constitutional amendment of the Indian Constitution.
3. Planning and Development: Rural and Urban.

Selected Readings (Public Administration)

1. Bhagwan, Vishnoo & Bhusahan, Vidya. ; (ed.) *Public Administration*, S. Chand & Co.LTD. New Delhi, 2012 (Reprint).
2. Jha, S. N and Mathur, P. C; (ed.) *Decentralization and Local Politics*, Sage Publications, New Delhi, 1999.
3. Sengupta, Bhabani. ; *India: Problems of Governance*, Konark Publishers, New Delhi, 1996.
4. Mukherjee, Amitava. ; (ed.) *Decentralization: Panchayats in the Ninetees*, Vikas, New Delhi, 1994.
5. Munshi, Surendra & Abraham, Biju Paul; (ed.) *Good Governance, Democratic Societies and Globalization*, Sage Publications, New Delhi, 2004.
6. Mishra, S.N.; *Politics and leadership in municipal Government*, Inter- India Publications, Delhi, 1979.
7. Datta, Prabhat; *Urban Governance and Development*, Dasupta & Co. PVT. LTD., Kolkata, 2010.
8. Sengupta, Keya; (ed.) *Human Development: Multidimensional Approach to Human well-Being*, Concept Publishing Company (P) LTD., New Delhi, 2010.
9. Polowers, Androw.; (ed.) *Planning for Sustainable Environment*, Earthscan, London, 1993.
10. Ghai, K.K., *Public Administration*, Kalyani publishers, New Delhi, 2011.