

Principles of Public Administration

I. Administrative Machinery in India:

II.

- a) Central Secretariat – Organisation and Functions
- b) Prime Minister's Secretariat – Organisation and Functions
- c) State Secretariat – Directorate – Organisation and Functions d) District Collectorate – Organisation and Functions

III. Planning Machinery in India:

IV. Planning Commission – Organisation and Functions

- a) National Development Council – Organisation and Functions b) State Planning Board – Organisation and Functions
- c) District Planning Committee – Organisation and Functions

III. Urban Development Administration

- a) Municipalities – Organisation and Functions
- b) Municipal Corporations – Organisation and Functions
- c) Urban Development Authorities – Organisation and Functions d) NGOs and Urban Development

IV. Rural Development Administration

- a) Panchayati Raj Institutions – Organisation and Functions b) Rural Co-operative Societies – Organisation and Functions
- c) Special Agencies, ITDA & DRDA – Organisation and Functions d) Self – Help Groups & Rural Development

V. Social Welfare Administration a) Woman Welfare Programmes

- b) Scheduled castes & Scheduled Tribes Welfare Programmes
- c) Backward Classes Welfare Programmes d) Minority Welfare Programmes

VI. Citizen Administration a) Citizen Charter

- b) Central Vigilance Commission
- c) Lok Ayukta
- d) Human Rights Commission

VII. Good Governance

- a) Right to Information Act b) Information Technology c) E-Governance
- d) People's participation in Governance

VIII. Emerging Trends and Issues in Administration:

- a) Corruption in Administration
- b) Administrative Ethics
- c) Public – Private Partnership
- d) Globalisation and Public Administration

Total Teaching Periods : 130

Revision: 145

Reference Books:

1. Mohit Battacharya : New Horizans of Public Administration,
Jawahar Publications, New Delhi – 2008
2. Ramesh K. Arora, & Rajni Goyal: Indian Public Administration Institutions
and issues.

3. S.R. Maheswari: Local Government in India

4. A. Avasti: General Administration

5. Avasti and Avasti: Indian Administration