



# **TRIPURA UNIVERSITY**

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

**Syllabus**

**OF**

**Public Administration  
Semester - V**

**2014**

## **Compulsory Paper for U. G. Course**

### **Public Administration (For 5<sup>th</sup> 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 73<sup>rd</sup> and 74<sup>th</sup> 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.