

Month	Topic/s
July-August	<ul style="list-style-type: none"> • Meaning, Nature, Scope, & Significance of Public Administration and its relation with other disciplines • Public and Private Administration • Evolution of Public Administration & Minnowbrook Conferences • New Public Administration (NPA)
September	<ul style="list-style-type: none"> • Organization: Meaning, Basis and Forms of Organizations • Principles of Organization: Hierarchy, Unity of Command, Span of Control, & Coordination • Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation
Test I Monday, 16 Sept 2024 (tentative)	
October	<ul style="list-style-type: none"> • The Chief Executive: Meaning, Types, Functions and Role • Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships • Decision-making and Communication
Test II Monday, 21 Oct 2024 (tentative)	
November	<ul style="list-style-type: none"> • State Vs. Market Debate – Public Choice Paradigm • Development Administration: Meaning, Nature and Scope • Governing the Commons: Common-Pool Resources (CPR)
Recommended Books & Readings Shafritz, J. and Hyde, A. (eds.) Classics of Public Administration. 4th Edition. Forth Worth: Hartcourt Brace. Arora, R.K. (Ed.). 1979. Perspective in Administrative Theory. New Delhi: Associated. Avashti and Maheshwari. 2017. Lok Prashashan. Lakshmi Narain Agarwal Educational Publishers: New Delhi Basu Rumki. 1994. Public Administration: Concepts and theories. Sterling Publishers: New Delhi. Bhattacharaya, M. New Dimensions of Public Administration (Hindi medium) Bhattacharya, M. 2012. Public Administration: Issues and Perspective. New Delhi: Jawahar Publishers Chakrabarty, Bidyut and Chand, Prakash. 2012. Public Administration in a Globalizing World: Theories and Practices. Sage: New Delhi. Henry, Nicholas Henry. 1999. Public Administration and Public Affairs. Prentice Hall Ravindra Sharma: Lok Prashashan ke Tatwa Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. <i>Public Administration: Understanding Management, Politics and Law in Public Sector</i> , 7 th edition, New Delhi: McGraw Hill, pp. 1-40 Sharma, P.D. Lok Prashashan: Siddhant Awam Vyavhar	

(Dr. V S Beniwal)

Lesson Plan

Class: BA I (Sem III/Odd)

Public Administration

Paper: Public Financial Administration

Session 2024-25

Tutor: Dr. V S Beniwal

Month	Topic/s
July-August	<ul style="list-style-type: none"> • Meaning and Significance of Public Finance • Budget: Concept and Principles • Budget as an Instrument of Financial Administration • Budget as an Instrument of Public Policy and Management
September	<ul style="list-style-type: none"> • Types of Budgets: Line-Item Budgeting; Performance Budgeting, Zero-Base Budgeting and Target Base Budgeting • Budget Formulation and Enactment and • Execution of Budget with special reference to India.
Test I Monday, 16 Sept 2024 (tentative)	
October	<ul style="list-style-type: none"> • Union Ministry of Finance: Organization, Functions and Role • Finance Commission: Composition, Role and Functions • The Concept of Audit: Functions and Role of Comptroller & Auditor General
Test II Monday, 21 Oct 2024 (tentative)	
November	<ul style="list-style-type: none"> • Resource Mobilization: Tax and Non-Tax Sources • Public Borrowing and Deficit Financing • Legislative Control over Finances with special reference to parliamentary committees
Recommended Books & Readings B. Chakrabarty and P. Chand. 2012. <i>Public Administration in a Globalizing World: Theories and Practices</i> . New Delhi: Sage Publications Chand, P. 2010. <i>Control of Public Expenditure in India</i> (2 nd ed.). New Delhi: Allied Publishers Chand, P. 2010. <i>Performance Budgeting</i> (2 nd ed.). New Delhi: Allied Publishers Lall, G.S. 1979. <i>Public Finance and Financial Administration in India</i> . New Delhi: Kapoor M. Bhattacharya. 2008. <i>New Horizons of Public Administration</i> . (5 th Revised ed.). New Delhi: Jawahar Publishers Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. <i>Financial Administration in India</i> . PHI Learning: New Delhi Nicholas Henry. 1999. <i>Public Administration and Public Affairs</i> . (6 th ed.). New Delhi: Prentice Hall Rabin, Jack and Stevens, Glenn L. 2001. <i>Handbook of Fiscal Policy (1st Edition)</i> . Routledge: London Sharma, M.P. 1960. <i>Public Administration Theory and Practice</i> . Allahabad: Kitab Mahal Sury, M M. 1990. <i>Government Budgeting in India</i> . Commonwealth Publishers: New Delhi Thavaraj, M.J.K. 2001. <i>Financial Administration in India</i> (6th ed.). Delhi: Sultan Chand Thompson, Fred and Green, Mark T (Eds.) 1998. <i>Handbook of Public Finance</i> (1st Edition). Marcel Dekker: New York Wattal, P.K. 1963. <i>Parliamentary Financial Control of India</i> . Bombay: Minerva Book Shop	

(Dr. V S Beniwal)

Month	Topic/s
July-August	<ul style="list-style-type: none"> British Legacy and Historical Background Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution Fundamental Rights; Directive Principles of State Policy and Fundamental Duties
September	<ul style="list-style-type: none"> Political Executive at the Union Level: President, Prime Minister and Council of Ministers Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions Judiciary: Supreme Court; Judicial Review
Test I Monday, 16 Sept 2024 (tentative)	
October	<ul style="list-style-type: none"> Central Secretariat: Structure, Functions and Role Cabinet Secretariat: Significance, Functions and Role Prime Minister Office: Significance, Functions and Role
Test II Monday, 21 Oct 2024 (tentative)	
November	<ul style="list-style-type: none"> Governor; Chief Minister Council of Ministers and State Legislature State Secretariat and Directorate; Chief Secretary and Divisional Commissioner District Administration: District Collector
Recommended Books and Readings Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3 rd edition). New Delhi: New Age International Publishers Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. New Delhi: Gyan Books Basu, D.D. (2008) Introduction to the Constitution of India. (20 th ed.). New Delhi: Wadhwa and Company. Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP G. Austin. 2010. The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman R. Bhargava. (2008) 'Introduction: Outline of a Political Theory of the Indian Constitution', in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur Singh, Hoshier and M. Singh. (1989) Public Administration in India: Theory and Practice. New Delhi: Sterling	

(Dr. V S Beniwal)