

Exam Time: 3 hrs	Final Exam: 70 marks	Internal Assessment: 30 marks
05 Jan to 10 Jan	Meaning and Significance of Public Finance and Public Financial	
12 Jan to 17 Jan	Principles of Taxation; Tax Administration, Issues and Reforms in India	
19 Jan to 24 Jan	Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings & Deficit	
26 Jan to 31 Jan	Budget: Concept, Principles and Role	
02 Feb to 07 Feb	Types of Budgets: Line-item Budgeting; Performance Budgeting; Budgeting	
09 Feb to 14 Feb	Zero-Based Budget and Budget Preparation	
16 Feb to 21 Feb	Budget Enactment and Execution with special reference to India	
16/02/2025, Monday Test I (tentative)		
23 Feb to 28 Feb	Union Ministry of Finance: Organisation, Functions and Role	
9 Mar to 14 Mar	Comptroller and Author General of India (CAG): Composition, Role and	
16 Mar to 21 Mar	Finance Commission: Composition, Role and Functions	
23 Mar to 28 Mar	Legislative Control over Finances: Public Account Committee: Role and	
23/03/2025, Monday Last date to submit PPT (tentative)		
30 Mar to 4 April	Estimate Committee: Composition, Role and Functions	
6 April to 11 April	Public Sector Undertakings Committee: Composition, Role and Functions	
13 April to 18 April	Meaning and Significance of Public Finance and Public Financial	
20 April to 25 April	PPT	
27 April to 02 May	PPT	

Suggested readings

- B. Chakrabarty and P. Chand. 2012. Public Administration in a Globalizing World: Theories and Practices. New Delhi: Sage Publications
- Chand, P. 2010. Control of Public Expenditure in India (2nd ed.). New Delhi: Allied Publishers
- Chand, P. 2010. Performance Budgeting (2nd ed.). New Delhi: Allied Publishers
- Frank, Howard A. 2006. Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
- Gupta, B N. 2006. Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
- Lall, G.S. 1979. Public Finance and Financial Administration in India. New Delhi: Kapoor Publishers
- Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. Financial Administration in India. PHI Learning: New Delhi
- Nicholas Henry. 1999. Public Administration and Public Affairs. (6th ed.). New Delhi: Prentice Hall
- Rabin, Jack and Stevens, Glenn L. 2001. Handbook of Fiscal Policy (1st Edition). Routledge: London
- Sury, M M. 1990. Government Budgeting in India. Commonwealth Publishers: New Delhi
- Thavaraj, M.J.K. 2001. Financial Administration in India (6th ed.). Delhi: Sultan Chand
- Thompson, Fred and Green, Mark T (Eds.) 1998. Handbook of Public Finance (1st Edition). Marcel Dekker: New York
- Wattal, P.K. 1963. Parliamentary Financial Control of India. Bombay: Minerva Book Shop

Exam Time: 3 Hrs	Final Exam: 70 marks	Internal Assessment: 30 marks
Month	Topic/s	
05 Jan to 10 Jan	Scientific Management (F.W. Taylor)	
12 Jan to 17 Jan	Administrative Management (Henri Fayol & Luther Gullick)	
19 Jan to 24 Jan	Administrative Management (Henri Fayol & Luther Gullick)	
26 Jan to 31 Jan	Ideal-Type Bureaucracy (Max Weber)	
02 Feb to 07 Feb	Ideal-Type Bureaucracy (Max Weber)	
09 Feb to 14 Feb	Maslow's Hierarchy of Needs (Abraham Maslow)	
16 Feb to 21 Feb	Maslow's Hierarchy of Needs (Abraham Maslow)	
16/02/2025, Monday Test I (tentative)		
23 Feb - 28 Feb	Two-Factor Theory (Frederick Herzberg)	
9 Mar - 14 Mar	Ecological Approach - Riggs	
16 Mar - 21 Mar	Ecological Approach - Riggs	
23 Mar - 28 Mar	Innovation and Entrepreneurship – Peter Drucker	
23/03/2025, Monday Last date to submit PPT (tentative)		
30 Mar - 04 April	Models of Decision-Making & Feminist Perspective	
06 April - 11 April	New Public Management (NPM) & New Public Service (NPS)	
13 April - 18 April	Public Policy: Concept & Approaches	
20 April - 25 April	PPT	
27 April - 02 May	PPT	

Books and Readings

Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.

Awasthi and Maheshwari (2017). *Public Administration*. Agra: Lakshmi Narain Agarwal Educational Publishers.

Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.

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*

Readings in Hindi

Awasthi and Maheshwari (2020). *Lok Prashasan*. Agra: Lakshmi Narain Agarwal Educational Publishers.

Bhattacharya, Mohit (2007). *Lok Prashasan Ke Naye Ayaam*. New Delhi: Jawahar Publishers.

Maheshwari S.R. (2004). *Prashasnik Vicharak*. MacMillan India Ltd.

Maheshwari S.R. (2004). *Administrative Thinkers*. MacMillan India Ltd.

Prasad, Prasad and Rao (2011). *Prashasnik Chintak*. New Delhi: Jawahar Publishers & Distributors.

Prasad, Prasad and Rao (2011). *Administrative Thinkers*. New Delhi: Jawahar Publishers & Distributors.

Sharma, M.P. and Sadana, B.L. (2013). *Lok Prashasan: Sidhant Evam Vyavhaar*. New Delhi: Kitab Mahal

Dr. V S Beniwal
Department of Public Administration

Principal

Lesson Plan
Class: BA III (Sem VI/Even)

Public Administration
Citizen Centric Governance

Session 2025-26
Tutor: Dr. V S Beniwal

Exam Time: 3 Hrs	Final Exam: 80 marks	Internal Assessment: 20 marks
2026	Topic/s	
05 Jan to 10 Jan	Ancient Discourse – Kautilya, Plato and Aristotle on Good Governance	
12 Jan to 17 Jan	Elements and Forms of Good Governance	
19 Jan to 24 Jan	Theories and Concepts of Governance – World Bank and UNDP	
26 Jan to 31 Jan	State, Market and Civil Society	
02 Feb to 07 Feb	Citizens' Participation – Decentralization, Delegation and Transparency	
09 Feb to 14 Feb	Civil Society – Role and Limitations	
16 Feb to 21 Feb	Right to Information	
16/02/2025, Monday Test I (tentative)		
23 Feb to 28 Feb	Citizens' Charters – Concept, Objectives and Significance	
9 Mar to 14 Mar	Sevottam Model; Indian Standard for Quality Management Systems	
16 Mar to 21 Mar	Seven Steps Model for Citizen Centricity	
23 Mar to 28 Mar	Right to Service Delivery – State of the Concept and Practice	
23/03/2025, Monday Last date to submit PPT (tentative)		
30 Mar to 4 April	People Participation in Governance: Concept, Forms including Social Audit	
6 April to 11 April	National Human Rights Commission & National Commission for Women	
13 April to 18 April	NCPDR & National Consumer Disputes Redressal Commission	
20 April to 25 April	PPT	
27 April to 02 May	PPT	

Recommended Books and Readings

- Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008) The Governance Discourse: A Reader. Oxford: New Delhi
- Chandler, J A (Ed.) (1996) The Citizen's Charter. Dartmouth Publishing: UK
- Government of India (2009) Citizen Centric Administration: The Heart of Governance- Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Mathur, Birendra Prasad (2014) Ethics for Governance: Reinventing Public Services. Routledge: New Delhi
- Mishra, Sweta (2012) Citizen-Centric Public Systems. Pearson: New Delhi
- Oliver, Richard W (2004) What is Transparency? McGraw Hill: New York
- Ostrom, E (1999) Why do we need multiple indicators of Public service outputs? in McGinnis, M D (Ed.) Polycentricity and local Public economies. University of Michigan Press: Ann Arbor, MI, USA
- Piotrowski, Suzanne J (Ed.) (2010) Transparency and Secrecy: A Reader Linking Literature and Contemporary Debate. Lexington Books: Maryland, Plymouth, UK
- Sawshilya, Archana (Consulting Editor) (2012) Ethics and Governance. Pearson: Delhi
- Shah, Anwar (Ed.) (2005) Public Services Delivery. World Bank: Washington DC
- Vayunandan, E and Mathew, Dolly (2003) Good Governance: Initiatives in India. PHI Learning: New Delhi