

Mizoram University

UG/Bachelor's Degree Programme with Multiple Entry and Exit Options

Under the New Education Policy 2020

in

Public Administration

First Semester

Semester	Course Code	Course Name	Components with Credits		Total credits
			Theory	Practical	
I	PA/MJ/100	Public Administration in India - I	4	-	4
	PA/MJ/101	Elements of Public Administration - I	4	-	4
	PA/MN/102	<i>[To be chosen from an MJ course offered by other disciplines]</i>	4	-	4
		Introductory Course (Interdisciplinary)	3	-	3
	AEC/103	MIL/English I	3	-	3
	VAC/104	Understanding India	2	-	2
					20

Public Administration in India – I

PA/MJ/100

Credits: 4

Unit 1

- Constitutional Setting of India- Preamble, Fundamental Rights
- Directive Principles of State Policy and Fundamental Duties
- Parliamentary Democracy

Unit 2

- President
- Prime Minister
- Council of Ministers
- Central Secretariat

Unit 3

- Governor
- Chief Minister
- Council of Ministers
- State Secretariat

Unit 4

- Centre-State Relations – Legislative, Administrative and Financial
- Permanent and Political Executives Relationship

Suggested Readings

1. DD Basu, (2000), Introduction to the Constitution of India, New Delhi, Prentice Hall SR Maheshwari, (2000), Indian Administration, New Delhi, Orient Blackswan Pvt. Ltd. A Awasthi,, Central Administration, New Delhi.
2. RK Arora, Indian Public Administration, New Delhi, New Age International Publishers PD Sharma, (2009), Indian Administration: Retrospect and Prospect, Rawat Publications.
3. PB Rathod, (2005), Indian Administration: Dynamics and Dimensions, Commonwealth Publishers.
4. Institute of Public Administration, (2012), Administration of the Indian Office, Hardpress Publishing.
5. Awasthi and Awasthi, (2002), Indian Administration, Agra, Laxmi Narain Agarwal Vishnoo Bhagwan, (2005), Indian Administration, New Delhi, S. Chand.
6. PL Sanjeev Reddy and RK tiwari, (2005), Issues and Themes in Indian Administration, New Delhi, Jain Book.
7. UC Agarwal, (2010), Governance and Administration, New Delhi, Kanishka Publishers Hoshiar Singh and Pankaj Singh, (2011), Indian Administration, Pearson India.
8. RK Sapru, (2002), Indian Administration, Kalyani Publishers.
9. SN Mishra (ed.), (2003), Public Governance and Decentralisation, Delhi, Mittal Public Administration: Prospects and Retrospects.
10. Mohit Bhattacharya, (2000), Indian Administration, Calcutta, The World Press.

Elements of Public Administration - I

PA/MJ/101

Credits: 4

Unit 1

- Public Administration - Meaning, Nature and Scope
- Evolution of the Discipline
- Role and significance of Public Administration

Unit 2

- Approaches - Traditional: Historical and Philosophical
- Modern: Behavioural and Comparative Approach

Unit 3

- New Public Administration
- New Public Management
- Public and Private Administration

Unit 4

- Formal and Informal Organisation
- Line and Staff Agencies
- Headquarters and Fields

Suggested Readings

1. Awasthi, A and SR Maheshwari, (1987), Public Administration, Agra, Lakshi Narayan Agarwal.
2. Arora, RK, (2008), Perspectives of Public Administration. Neha Publishers.
3. Basu, Rumki, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
4. Bawa, Noorjahan (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
5. Bhattacharya, Mohit, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
6. Bhattacharya, Mohit, (2013), New Horizons of Public Administration, Jawahar Publishers
7. Bhagawan, Vishnoo and Vidya Bushan, (1981), A Text Book of Public Administration, New Delhi, S. Chand.
8. Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing
9. World: Theories and Practices, New Delhi, Sage.
10. Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
11. Goel, SL, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
12. Golembiewski, Robert T, (1977), Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
13. Singh, Hoshier and Pradeep Sachdeva, (2010), Public Administration Through

- Practice, Pearson.
14. Jayapalan, N, (2000), Public Administration, Atlantic.
 15. Maheshwari, SR, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
 16. Negro, FA, (1970), Modern Public Administration, New York, Harper and Row.
Osborne, D and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison Wesley.
 17. Pfiffner, John M and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
 18. Singh, Shiv Raj et, al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
 19. Sharma, AK, and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
 20. Sharma, MP, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
 21. Srivatava, Smita, (2011), Theory and Practice of Public Administration, Pearson.
 22. PB Rathod, (2004), Elements of Public Administration: Theory and practice. New Delhi, ABD Publishers.