**Department of Public Administration**

**University of Lucknow, Lucknow**

**Post Graduate Diploma in Public Administration (PGDPA)**

**SEMESTER – I**

**Paper – I: Principles of Public Administration**

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| Unit - I | : | Public Administration: Meaning, Nature, Scope and Significance, Public and Private Administration and other Social Services |
| Unit - II | : | Evolution of Public Administration, NPA, NPM, Comparative and Development Administration |
| Unit - III | : | Principles of Organization: Hierarchy, Unity of Command, Span of Control, Supervision, Centralization and Decentralization, Delegation |
| Unit - IV | : | Administrative Behaviour: Decision Making, Leadership, Motivation and Communication |

**Books Recommended:**

1. Awasthi & Maheshwari – Public Administration
2. Barnard Chester I. – The Function of Executive
3. Dixit, Manoj (et. All) – Administrative Thinker
4. Basu, Rumki – Public Administration
5. Bhambhri C.P. – Public Administration
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**Paper – II : Indian Government and Administration**

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| Unit - I | : | Constitutional Development; Indian Constitution: Preamble, Nature and Salient Features of Indian Administration |
| Unit - II | : | Central Executive: The President:; The Prime Minister; The Council of Ministers: Central Administration: Central Secretariat and Prime Minister’s Office |
| Unit - III | : | State Executive: The Governor; The Chief Minister; The Council of Ministers: State Administration: State Secretariat, Chief Secretary |
| Unit - IV | : | District Magistrate: Powers and Functions, Local Administration, Salient Features of 73rd and 74th Constitutional Amendment Act  |

**Books Recommended:**

1. Arora R.K. & Goel, Rajni – Indian Public Administration
2. Singh, Hoshiar – Indian Administration
3. Maheshwari, S.R. – Indian Administration
4. Avasthi, A. & Avasthi, A.P. – Indian Administration
5. Maheshwari, S.R. – State Administration
6. Basu, D.D. – Indian Constitution
7. Pylee, M.V. – India’s Vonstitution
8. Fadia, B.L.- Indian Administration
9. Sharma & Sharma – Indian Administration

**Paper – III : Public Personnel Administration**

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| Unit - I | : | Public Personnel Administration: Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies. |
| Unit - II | : | Bureaucracy: Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist Debate |
| Unit - III | : | Classification of Services: Position and Rank Classification, Recruitment and Recruitment Agencies – UPSC and SPSCs, Training & Promotion |
| Unit - IV | : | Service Conditions and Discipline, Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits, Employer – Employee Relations |

**Books Recommended:**

1. Stahl O. Glenn – Public Personnel Administration
2. Robson, W.A. – Civil in Britain and France
3. Greeves, H.R.G. – Civil Service in the Changing State
4. Dickson – The Civil Service
5. O’Malley, L.S.S. – Indian Civil Service.
6. Roy, N.C. – Indian Civil Service
7. Dunnil Frank – The Civil Service: Some Human Aspects
8. Goel, S.L. – Public Personnel Administration
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**SEMESTER – II**

**Paper – IV: Local Government and Administration**

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| Unit – I | : | Introduction to Local Government: Nature, Meaning and Definition of Local Government, Functions & Status of Local Government, Nature and History of Local Government in Britain |
| Unit – II | : | Local Government in Britain: Present Structure of Local Government in Britain Functions of Local Government in Britain, Financial Resources of Local Government in Britain, Control over Local Government in Britain |
| Unit – III | : | Structure of Local Government in USA: Counties, Towns, Townships, Village, City and Special Districts, Local Government in France – Regions, Departments, Communes |
| Unit – IV | : | Local Government in India, Nature and History of Local Government in India, 73rd Constitutional Amendment Act, 1992 in the Context of U.P., 74th Amendment Act, in the Context of U.P. |

**Books Recommended:**

1. Sharma, M.P. – Local Government and Finance in U.P.
2. Government of U.P. – U.P. Nagar Mahapalika Adhiniyam, 1959
3. Government of India – Rural0Urban Relationship Committee Report
4. Chapman, B., - Introduction to French Local Government
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**Paper – V: Financial Administration**

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| Unit - I | : | Financial Administration: Meaning, Nature and Scope Significance; Working of Finance Commissions and NITI Aayog, Union State Financial Relation |
| Unit - II | : | Budget: Meaning Principles, Formulation/ Preparation, Enactment and Execution, Deficit Financing, Performance Budgeting, ZBB |
| Unit - III | : | Financial Control – Parliamentary Control; Financial Committees, Accounting and C & AG |
| Unit - IV | : | Tax Administration in India: Features, Public Debt, Public Revenue, Public Expenditures |

**Books Recommended:**

1. Lal, G.S. – Public Finance & Financial Administration in India
2. Mokherjee, S.S. – Financial Administration in India
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4. Handa K.L. Financial Administration
5. Goel, S.L. – Public Financial Administration

**Paper – VI: Principles of Organization and Management**

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| Unit - I | : | Principles & Structure of Organization, Formal and Informal Organization, Organizational Bases, Theories of Organization & Management |
| Unit - II | : | Nature, Scope and Functions of Management, Office Management, Leadership, Motivation |
| Unit - III | : | Communication, Co-ordination, Decision Making, MBO |
| Unit - IV | : | O & M, Work Simplification, PERT/ CPM, Work Study |

**Books Recommended:**

1. Millet, J.D. – Management in Public Service
2. Terry, G.R. – Office Management and Control
3. Merriman, J.A. Office Methods, Systems and Procedure
4. Mills, G. – Office Organization Methods

**DISSERTATION & VIVA-VOCE**