

VEER NARMAD SOUTH GUJARAT UNIVERSITY

P.G.Diploma in Public Systems Management

Semester I.

Paper-1:

Principles of Public Management:

Unit I: Public Administration and Management – Nature, Scope and functions– Principles of Public Management.

Unit II: Theories of Management and organization- Principles of Public Organisation- Principles and practices in government.

Unit III : Constitutional Background of Indian Administration- Salient features of India's Administrative System.

Unit IV: An outline of the features of the Union and State governments in India. Features of the Bureaucracy in India.

Unit V: Control and Public Accountability of Public Bureaucracy and Management- Responsible and responsive Public Management – Nature and scope of Administrative Law and rule of law – role of the Judiciary.

Suggested Readings:

- 1) Basu, Rumki., Public Administration – Theory and Concepts.
- 2) Keeling. Desmond., Management in Government, GAU, London.
- 3) Stewart, Debra and Garson, David G., Organisational Behaviour and Public Management, Marcel Dekker, New York, 1983.
- 4) Chaturvedi, T.N., Administrative Accountability., IIPA, New Delhi, 1984.
- 5) Harman, Michael and Mayer, R.T., Organisation theory for Public Administration, Little, Brown & Co, Boston, 1986.
- 6) Jain, R.B., Bureaucratic Development in India.
- 7) Pylee, M.V., Constitutional Government in India.
- 8) Maheswari, S.R., Indian Administration (latest Edition).
- 9) Osborne, David. And Gaebler, Teb: Reinventing Government, PHI, New Delhi, 1992.
- 10) Jain, M.P. and Jain, S.N., Administrative Law in India.