

## **DSE3-H II Public Administration**

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### **Semester 6**

## **Objectives**

1. To introduce students to the concept of bureaucracy, its meaning, definitions, and the need for administrative reforms in public administration.
2. To develop an understanding of personnel administration with focus on recruitment, training, and promotion processes.
3. To familiarize students with key administrative mechanisms such as budgeting, accountability, and control in governance, including gender budgeting and institutional checks.

## **Expected Outcomes**

1. Students will be able to explain the concept of bureaucracy and understand the importance of administrative reforms.
2. Students will gain knowledge of personnel administration practices such as recruitment, training, and promotion in public services.
3. Students will be able to describe the budgeting process in India and analyze systems of administrative, legislative, and judicial control and accountability.

### **Unit 5 : Bureaucracy**

- (a) Meaning and Definitions
- (b) Administrative Reforms

### **Unit 6 : Personnel Administration**

- (a) Recruitment
- (b) Training
- (c) Promotion

### **Unit 7 : Budgeting**

- (a) Meaning and Types and Principles of Sound Budget
- (b) Budgetary Process in India
- (c) Gender Budgeting

### **Unit 8 : Accountability and Control**

- (a) Administrative Accountability
- (b) Legislative Control
- (c) Judicial Control