

Unit Plan for the Session 2023-2024

Department of Public Administration

Class - B.A. 4th Semester

PAPER - Financial Administration (With Special Reference to India)

MAX MARKS-100

THEORY-90

INTERNAL ASSESSMENT-10

UNIT-1

TOPIC	TEACHING POINTS	SPECIFIC OBJECTIVES	METHOD	RESOURCES &LINKS
1. Meaning and significance of Financial administration	a. Explain Financial administration in details.	To acquaint the students with the basic concepts of Financial administration.	a.Classroom teaching with example. b.Discussion	a. Financial management and Administration ,sterling Publication, New Delhi By S.L.Goel
2. Budget: Meaning , Features and roles.	b Explain Agencies of Financial Administration.			b. Financial Administration , Raj Publishers by Dr. Pundrik Ojha and Kiran Sharma
3. Budget : Preparation and Enactment.	c. Define Budget. Its characteristics, Principals and Functions. d.Explain types of Budget.			c. Public Administration by Maheshwari and Awasthi

UNIT-2

Topic	Teaching Points	Specific Objectives	Method	Resources & Links
1. Union Ministry of Finance.	A. Explain Organization, Functions and Role of Finance Ministry.	To enable the students to understand the introduction of Ministry of finance and develop critical analysis.	a Classroom Teaching with examples.	a. Financial Administration in India, Delhi by G.S.Lall
2. Centre State Financial Relations.	B. Critical Appraisal of Financial Relations			b. Public personnel and financial administration, Jalandhar, New academic Publishers by Sahib and Swinder
3. Union Finance Commission	C. Composition and functions of Finance commission.			

UNIT-3

Topics	Teaching points	Specific objectives	Method	Resources & Links
1. Audit	a. Explain concept, Objectives and types of Audit.	To acquaint the students with the basic concepts of audit and concerning Institution.	Classroom teaching with examples.	a. Personnel Administration by V.M.Sinha.
2. Comptroller and Auditor General of India (CAGI)	b. Explain about Appointment, Functions and Role.			b. Financial Administration by Pundrik Ojha and Kiran Sharma.
3. Concepts: Deficit financing, Fiscal Deficit, Public Debt and Public Expenditure.	C. To understand the concepts in details.			c. Public Administration : Theories and Concepts by B.L.Fadia and Kuldeep Fadia

UNIT-4

Topics	Teaching points	Specific objectives	Method	Resources & Links
1. Legislative Control over Finance	a.Explain concept and suggestions to improve Legislative Control.	To acquaint the students with the basic concepts of Morale and Corruption..	Classroom teaching with Examples.	a. Public Administration by Maheshwari and Awasthi
2. Public Accounts Committee	b Composition, Functions and Role.			b. Public Administration : Theories and Concepts by B.L.Fadia and Kuldeep Fadia
3. Estimates Committee	C. Composition, Functions and Role.			c. Financial management and Administration ,sterling Publication, New Delhi By S.L.Goel d. Principals of Public Administration by Mohit Bhattacharya