

B.A. 1st Year
(PUBLIC ADMINISTRATION)

Semester—I
Elements of Public Administration

NOTE/INSTRUCTIONS FOR PAPER SETTERS: Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '1' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

1. i) Public Administration: Meaning, Nature, Scope and Importance.
- ii) Public Administration as an art or science
- iii) Public Administration & Private Administration, Similarities & Differences
- iv) Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology and Law.

Unit-2


- 2 i) Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization.
- ii) Hierarchy, Meaning, Merits & Demerits
- iii) Span of Control, Dependent Factors,
- iv) Unity of Command,
- v) Co-ordination, kinds of co-ordination & Methods of co-ordination

Unit-3

- 3 i) Supervision, its meaning, importance, techniques, Quality of a good supervisor.
- ii) Communication, its meaning, types of communication & its importance in Public Administration,
- iii) Centralization & Decentralization.
- iv) Public Relation, Meaning, Methods & Significance

Unit-4

4. i) Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive.
- ii) Recent Trends in Public Administration



- iii) e-Administration
- iv) Good Governance.

Books Recommended to study for B.A. I (Public Administration) FOR THE 1st Semester.

1. Sharma, M P and Sadana, B L (2000) *Public Administration in Theory and Practice*. Kitab Mahal: New Delhi.
2. Kataria, Surender (2016), *Bharat Mein Lok Parshasan*, RBSA, Jaipur.
3. Yadav, Sushma & Goutam, Balwan (2015), *Lok Prashasan: Sidhant avem Vyvhar*, Orient Blackswan, Hyderabad.
4. Naidu, S.P. (2015), *Public Administration concepts and Theories*, New Age, New Delhi.
5. Laxmikanth, M (2017), *Administrative Theory*, McGraw Hill, Chennai.
6. Laxmikanth, M (2019), *Public Administration*, McGraw Hill, Chennai.
7. Chakrabarty, Bidyut (2020), *Public Administration in a Globalizing World*, Sage, New Delhi.
8. K.K. Puri, *Elements of Public Administration*, Bharat Prakashan, Jalandhar.
9. V. K. Puri, *Elements of Public Administration*, Modern Publishers, Jalandhar.
10. Pundik Ojha & Kiran Sharma, *Public Administration: Theory & Practice*, Raj Publishers, Jalandhar.
11. Awasthi & Maheshwari, *Public Administration*, Laxmi Narayan Agrawal, Agra.
12. Goel S.L., *Advanced Public Administration*, Sterling, New Delhi.

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B.A. 1st Year
(PUBLIC ADMINISTRATION)

Semester—II

Elements of Public Administration

NOTE/INSTRUCTIONS FOR PAPER SETTERS: Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '1' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

1. Forms of Administrative Organizations:
 - i) Department, kinds of Department & Bases of Department
 - ii) Public Corporation, Difference in between Public Corporation & Department
 - iii) Independent Regulatory Commissions, Characteristics & its functions
 - iv) Line & Staff Agencies
 - v) Administrative Tribunal

Unit-2

- 2
 - i) Recruitment, kinds of recruitment & problems of recruitment
 - ii) Training, kinds of training, significance of training
 - iii) Promotion, Methods of Promotion
 - iv) Morale, factors of low morale of employees & how to build up morale

Unit-3

- 3
 - i) Union Public Service Commission, its composition & functions.
 - ii) Haryana Public Service Commission, its composition & functions.
 - iii) Whitley Council, Whitleyism in India.
 - iv) Comptroller & Auditor General of India.

Unit-4

- 4
 - i) Budget, Principles of Budget, Significance of Budget, Preparation, Enactment and Execution of Budget & Parliament's control over Budget.
 - ii) Estimate Committee.

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- iii) Public Accounts Committee.
- iv) Audit.

Books Recommended to study for B.A. I (Public Administration) FOR THE 2nd Semester.

1. Sharma, M P and Sadana, B L (2000) *Public Administration in Theory and Practice*, Kitab Mahal: New Delhi.
2. Kataria, Surender (2016), *Bharat Mein Lok Parshasan*, RBSA, Jaipur.
3. Yadav, Sushma & Goutam, Balwan (2015), *Lok Prashasan: Sidhant avem Vyvhar*, Orient Blackswan, Hyderabad.
4. Naidu, S.P. (2015), *Public Administration Concepts and Theories*, New Age, New Delhi.
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10. Pundik Ojha & Kiran Sharma, *Public Administration: Theory & Practice*, Raj Publishers, Jalandhar.

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