

BACHELOR OF ARTS
Subject : Public Administration
Semester-I

Paper-I Elements of Public Administration-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Meaning, Nature and Scope of Public Administration, Evolution of the study of Public Administration. Importance of Public Administration in modern society, Public and Private Administration, New Public Administration. Public Administration as a Social Science, Relationship with other Social Sciences- Political Science, Economics, Sociology, Law and Psychology.
Unit-II	Approaches to the Study of Public Administration- Classical and Humanistic. Organization: Meaning, Formal and Informal Organization. Principles of organization Hierarchy, Unity of Command, Span of Control.
Unit-III	Centralization & Decentralization, Authority and Responsibility, Chief Executive.

Books Recommended :-

1. Awasthi & Maheshwari : Public Administration
2. Mohit Bhattacharya : Public Administration
3. M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
4. C.P. Bhambhari : Public Administration
5. Rumki Basu : Public Administration
6. Hoshier Singh & Pradeep Sachdeva : Administrative Theory
7. Leonard. D White : Introduction to the study of Public Administration.
8. Ramesh K Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. शर्मा पी.डी. : लोक प्रशासन
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व
12. रविन्द्र शर्मा : लोक प्रशासन के तत्व
13. राजेन्द्र प्रसाद मीणा:- लोक प्रशासन के तत्व

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