

BACHELOR OF ARTS
Subject : Public Administration
Semester-I

Paper-I Elements of Public Administration-I

Attempt all questions

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| 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 |

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| 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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