

M.A. (Previous) Public Administration SEMESTER-I

Paper-I Administrative Theories and Management

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10 X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 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

Public Administration as a Social Science. Evolution of Public Administration as a Discipline its Relation with Political Science, Economics, Sociology, Law and Psychology. Concept of New Public Administration, Minnowbrook Conferences -I,II&III

UNIT-II

Theories of Administration:-Scientific Management (F.W. Taylor), Bureaucratic Theory (Max Weber), Human Relations (Elton Mayo), Organizational Analysis -Chester Barnard

UNIT-III

Principles of Administration:- Hierarchy, Unity of Command, Span of Control, Co-ordination, Delegation and Supervision.

Core Readings:-

1. Piffiner and Presthus : Public Administration
2. Simon, Smithburg and Thompson : Public Administration
3. Felix A Nigro : Modern Public Administration
4. Tilet Kempner and Mils : Management Thinkers
5. Terry : Principles of Management
6. Newman and Simmer : Process of Management
7. Mcfarland : Management Principle and Practices
8. Hanika : New Thinking in Management
9. Awasthi and Maheshwari : Lok Prashashan
10. लोक प्रशासन सिद्धान्त एवं व्यवहार : महादेव प्रसाद शर्मा
11. प्रभुदत्त शर्मा : लोक प्रशासन
12. प्रशासनिक सिद्धान्त : अवस्थी एवं माहेशवरी
13. Mohit Bhhatacharya : New Horizons of Public Administration, Jwaha Publishers, 2015
14. Rumki Basu : Public Administration (Concept and Theories)
15. Mohit Bhhatacharya : Reconstruction Public Administration, A New Look- Jwaha Publishers, 1997
16. प्रशासनिक चिन्तक : अशोक कुमार
17. Administrative Thinkers : D.Ravindra Prasad, V.S.Prasad, P.Satyanarayana and Y.Pardhasaradhi
18. Hoshiar Singh and Pradeep Sachdewa : Administrative Theory
19. M.P.Sharma and B.L.Sadana : Public Administration in Theory and Practice

- 20.A.R.Tyagi : Public Administration (Theory &Practice)
- 21.S.L.Goyal : Public Administration(Theory & Practice)
- 22.C.P.Bhambhari : Public Administration(Theory & Practice)
- 23.N.Henry : Public Administration and Public Affairs

Subsidiary Readings :-

- 1.Chester Barnard : The Function of the Executive
- 2.M.P.Follet : Dynamic Administration
- 3.March and Simon : Organizations
- 4.Albrow : Bureaucracy
- 5.Gullick and Urwick : Papers on the Science of Administration
- 6.Kartz and Miller : The Social Psychology of Organization
- 7.Argyris : Personality and Organisation
- 8.william P.Sexton : Organisation Theories
- 9.Linkert : New Patterns of Management
- 10.Gerald Caiden : Dynamics of Public Administration
- 11.Hershwardhan Aacharya : Public Administration
- 12 N.Henry : Public Administration and Public Affairs, Prentice Hall India, 2012

Journals:

- 1.Indian Journals of Public Administration,New Delhi
- 2.Public Administration Review,USA.
- 3.Public Administration,London
- 4.Adminstrative Change,Jaipur
- 5.लोक प्रशासन : भारतीय लोक प्रशासन संस्थान, नई दिल्ली

AS

Joehi

Ronu

Ar