

B.A. -I Public Administration

Mata Gujri College (Autonomous)

Re-Accredited with 'A' Grade by NAAC

Session 2018-19

(SEMESTER I & II)

Max. Marks: 100

Theory : 75 Marks

Internal Assessment : 25 Marks

Note: Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper are for Internal Assessment.

The Break up of 25 marks for Internal Assessment (Theory Papers) is as below:-

1. Tests (MSTs)	13 Marks
2. Class Attendance	05 Marks
3. Assignment	<u>07 Marks</u>
 Total marks	 <u>25 Marks</u>

SEMESTER-I

Paper I: Administrative Theory

SEMESTER-II

Paper II: Indian Administration

Objectives of the study:

The development of public administration has been fully developed and emerged as an important field of administration and governance. The study of this discipline focuses on:

- On the theory of public administration and the innovative changes taking place;
- Comparative perspective;
- Widening the knowledge and information pertaining to different aspects of public administration;
- Generating of qualities among citizens and ultimately making them more responsive and responsible to the society;
- Helping the students in choosing civil services as their career;
- Equipping them to hold higher position in both public and private sectors; and
- Making them fully well versed with the operational aspects of public administration at national, state and local level.

BA -I Public Administration

Session 2018-19

Semester-I

Paper: Administrative Theory

Max.Marks: 100

Theory paper: 75

Internal Assesment: 25

Time: 3 Hours

Pass Marks : 35%

Instructions for the Paper Setter/Examiner

The question paper will consist of three Units I, II and III. Unit I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

Instructions for the Candidates

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

UNIT-I

Meaning, Nature, Scope and Significance of Public Administration.

Public Administration and Private Administration.

Relationship of Public Administration with Political Science, Economics, Sociology and History.

New Public Administration and New Public Management.

Good Governance.

Organisation: Meaning, Bases and Types.

Chief Executive: Line, Staff and Auxiliary Agencies.

UNIT-II

Principles of organization: Hierarchy,

Unity of Command, Span of Control,

Centralisation and Decentralization,

Leadership, Coordination, Communication.

Legislative , Judicial and Citizen's Control over Administration.

Delegated Legislation: Meaning, Reasons for its growth, Merits, Demerits and Safeguards.

Suggested Readings

1. Avashi and S.R. Maheswari: Public Administration (Agra: Lakshmi Narain Aggarwal Educational Publishers, 2004).
2. Bidyut Chakarborty and Prakash: Public Administration in a Globalizing World-Theory and Practices, (New Delhi: Sage Publications India Pvt Ltd, 2015).
3. B.L. Fadia and Kuldeep Fadia: Public Administration:Theory and Practice, (Agra: Sahitya Bhawan Publications, 2015).
4. Chander Mohan Mahajan: Elements of Public Administration (Patiala: Publication Bureau, (Punjabi) Punjabi University).
5. Cyril O' Donnell: Principles of Management: An Analysis of Managerial Functions (New York: McGraw Hill, 1975).
6. E.N. Gladden: An Introduction to Public Administration (London: Staples Press, Latest ed.).
7. Feliz A. Nigro and Liyod G. Nigro: Modern Public Administration(New York: Harper and row, Latest ed.).

8. Harbir Singh: Administrative Theory and Indian Administration (Patiala: Deepak Publishing House, 2016).
9. Inderjit Singh Sethi: Public Administration: Theory and Practice (Panjabi) (Jaipur: College Book Depot, 1999).
10. John M. Pfiffner and Drank P. Sherwood: Administrative Organisation (New Delhi: Prentice Hall, Latest ed.).
11. John M. Pfiffner and R. Vance Presthus: Public Administration (New York Ronald Press, Latest ed.).
12. K. K. Puri: Elements of Public Administration (Pbi.) (Jalandhar: Bharat Parkashan, 2004).
13. Mohit Bhattacharaya: Pubic Administration (Kolkata: The World Press Private Limited, 2012).
14. M.P. Sharma, B.L. Sadana and Harpreet Kaur: Pubic Administration in Theory and Practice (New Delhi: Kitab Mahal, 2013).
15. M. Laximkant: Pubic Administration (New Delhi: Tata MacGraw Hill Education Private Limited, 2011)
16. Nicholas Henry: Public Administration and Public Affairs (Delhi: PHI Learning Private Limited, 2014).
17. Noorjahan Bava: Public Administration in the 21st Century (New Delhi: Knishka Publishers Distributors, 2010).
18. Owen E. Hughes: Public Management & Administration (UK: Macmillan Publishers Limited, 2012)
19. Peter Self: Administrative Theories and Politics (London : George Allen and Unwin, 1972).
20. R.B. Jain: Public Administration in India (New Delhi: Deep and Deep Publishers Pvt. Ltd., 2001).
21. Robert T. Goleblewski: Public Administration as a Developing Discipline (New York:Marcel Dekker, 1977).
22. Rumki Basu: Introduction to Public Administration (New Delhi: Sterling Publishers, 1990).
23. S.P. Naidu: Public Administration Concepts and Theories (New Delhi: New Age International (P) Limited Publishers, 2014)
24. Sahib Singh & Swinder Singh: Public Administration Theory and Practice (Jalandhar: New Academic Publishing Co., 2009).
25. S.R. Maheshwari: A Dictionary of Public Administration (New Delhi: Orient BlackSwan, 2009).
26. S. L. Goel: Advanced Public Administration Theory and Practice (New Delhi: Deep and Deep Publications Pvt. Ltd., 2008).
27. Surender Katariya: Public Administration Theory and Practice (New Delhi: National Publishing House, 2017).

BA -I Public Administration

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Semester-II

Paper: Indian Administration

Max.Marks: 100

Theory paper: 75

Internal Assesment: 25

Time: 3 Hours

Pass Marks : 35%

Instructions for the Paper Setter/Examiner

The question paper will consist of three Units I, II and III. Units I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

Instructions for the Candidates

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

UNIT-I

Features of Indian Administration,
Federalism, Legislative and
Administrative Relations between the Union and the States
Union Executive: The President,
The Prime Minister and the Council of Ministers,
Prime Minister's Office, Cabinet Secretariat,
Central Secretariat, Supreme Court,
National Human Rights Commission

UNIT-II

State Executive: The Governor,
The Chief Minister, State Council of Ministers,
The Chief Secretary, District Administration: Structure, Functions,
Changing Role of Deputy Commissioner,
High Court
Right to Information Act, 2005
Punjab Right to Service Act, 2011

Suggested Readings

1. Avasthi and Avasthi: Indian Administration, Lakshmi Narain Aggarwal (Agra: New Delhi, 2002).
2. B.L. Fadia and Kuldeep Fadia: Indian Administration (Agra: Sahitya Bhawan Publications, 2016).
3. B.L. Fadia: Indian Government and Politics (Agra: Sahitya Bhawan Publications, 2016).
4. Brij Kishore Sharma: Introduction to the Constitution of India, 7th Edi., (Delhi: PHI Learning Private Limited, 2015).
5. C.P. Bhambri: Bureaucracy and Politics in India (Delhi: Vikas Publications, 1971).
6. Chandra: Indian Administration (London: Allen and Unwin, 1968).
7. Devseh Kapur and Partap Bhanu Mehta: Public Institutions in India, 15th Edi., (UK: Oxford University Press, 2016).

8. Hoshiar Singh and Pankaj Singh: Indian Administration, (New Delhi: Pearson, 2011).
9. Harbir Singh: Indian Administration (Patiala: Deepak Publishing House, 2016).
10. K.K.Puri: Public Administration : Indian Spectrum (Allahabad: Kitab Mahal, 1985).
11. M. Bhattacharya: Bureaucracy and Development Administration (New Delhi:Uppal, 1978).
12. M. Laxmikant: Indian Polity, 5th Ed. (New Delhi: McGraw Hill Education (India) Private Limited, 2016)
13. O.P. Motiwal(ed.): Changing Aspects of Public Administration in India, (New Delhi : Allahabad, 1971).
14. P.L. Bansal: Administrative Development in India (New Delhi: Sterling, 1974).
15. P.R. Dubashi: Rural Development Administration in India, Bombay, (New Delhi Popular Prakashan, 1972).
16. R. Braibhanti and J. Spengler(eds.): Administration and Economic Development in India, (Delhi: Durnham, Duke University Press, 1963).
17. R.B. Jain: Contemporary Issues in Indian Administration (New Delhi: Vishal Publications, 1976).
18. Rajbans Singh Gill: Human Rights contexts and contents, (Chandigarh: Abhishek Publishers, 2011).
19. Rajbans Singh Gill: Human Rights Issues and Dimensions, (Chandigarh: Abhishek Publishers, 2011).
20. Ramesh, K. Arora and R. Goyal: Indian Public Administration: Institutions and Issues, (New Delhi :New Age International (P) Limited Publishers Vishwa Prakashan, 2014).
21. Rumki Basu: Public Administration In India (New Delhi: Sterling, 2015)
22. S.R. Maheshwari: Evolution of Indian Administration, (Agra: Lakshmi Nrain Aggarwal, 1970).
23. S.R. Maheshwari: Indian Administration, (New Delhi: Orient Blackswan Private Limited, 2012).
24. S.R. Maheshwari: Indian Administration, (New Delhi: Orient Blackswan, 2001).
25. Surinder Kataria : Public Administration In India (Hindi), (Jaipur: RBSA Publishers, 2016).
26. S.R. Maheshwari: State Government in India (New Delhi : McMillan,1979)
27. Vishnoo Bhagwan and Vidya Bhushan: Indian Administration (New Delhi: S.Chand & Company Ltd. 2011).