

**B.A.Part-I**  
**PUBLIC ADMINISTRATION**  
(2023-2024 Sessions)  
**For Regular/Distance Education/Private Students**

To be continued for Sessions 2024-25, 2025-26, 2026-27

**SEMESTER-I**  
**PAPER : ADMINISTRATIVE THEORY**

For Regular Students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 70	
Internal Assessment: 30	

Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75
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**INSTRUCTIONS FOR THE PAPER-SETTER**

**(For Regular and Distance Education Students) :** The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and will carry 22 marks in all. Each short answer type question will carry 2 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

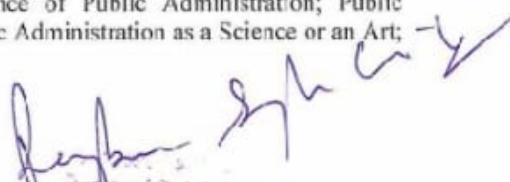
**(For Private Students) :** The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

**Section-A**

Meaning, Nature, Scope and Significance of Public Administration; Public Administration and Private Administration; Public Administration as a Science or an Art;

  
Dept. of Public Administration  
Maharaja Pratap Singh College, Gwalior

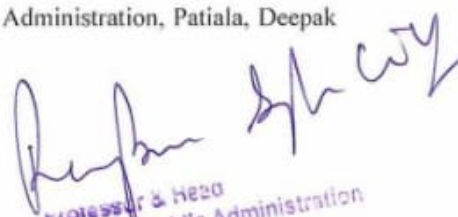
Relationship of Public Administration with other Social Sciences, Concepts of New Public Administration & New Public Management. Organization: Meaning, Bases, Formal and Informal Organization.

### Section-B

Chief Executive, Line and Staff Agencies. Principles of Organization: Hierarchy, Centralization and Decentralization, Coordination, Communication, Legislative and Judicial Control over Administration. Delegated Legislation: Meaning, Reasons for its growth, Merits, Demerits and Safeguards.

### Suggested Readings

1. Nicholas Henry :Public Administration and Public Affairs (New Jersey: Prentice Hall, 1980).
2. Feliz A. Nigro and Liyod G. Nigro : Modern Public Administration(New York:Harper and row, Latest ed.).
3. Peter Self : Administrative Theories and Politics (London : George Allen and Unwin, 1972).
4. Mohit Bhattacharaya: Pubic Administration: Structure, Process and Behavuoour.(Calcutta:World Press, 2nd ed. 1980).
5. Rumki Basu: Introduction to Public Administration (New Delhi):Sterling Publishers, 1990).
6. S.R. Maheshwari: State Government in India (New Delhi: McMillan, 1979).
7. Chander Mohan Mahajan: Elements of Public Administration (Patiala:Publication Bureau, (Punjabi) Punjabi University).
8. Robert T. Golembewski: Public Administration as a Developing Discipline (New York:Marcel Dekker, 1977).
9. John M. Pfiffner and Drank P. Sherwood: Administrative Organisation (New Delhi; Prentice Hall, Latest ed.).
10. Avashi and S.R. Maheswari: Public Administration, Agra, Lakshmi Narain Aggarwal Educational Publishers, 2004.
11. Harbir Singh: Administrative Theory and Indian Administration, Patiala, Deepak Publishing House, 2001(Punjabi).

  
 Professor & Head  
 Deptt. of Public Administration  
 Punjabi University, Patiala

12. Inderjit Singh Sethi: Public Administration:Theory and Practice(Panjabi)Jaipur,

**PUBB1201T MAJOR/MINOR: Administrative Theory II**

**Time: 3 Hours**

**Maximum Marks: 100**

**Instructions:**

**End Semester Exam: 70 Marks**

**Internal Evaluation: 30 Marks**

The question paper will consist of three Sections A, B and C. Section A and B will have four questions each from the respective Sections of the syllabus. Each question will carry 10 marks. The students will attempt two questions from each section A and B. Section C will be compulsory, and consist of 10 short-answer type questions of 3 marks each covering the entire syllabus.

**Objectives:**

To discuss the theories of organisation.

To cover new areas and developments in the field of Public Administration particularly Good Governance, New Public Service.

To study the basic concepts of Public Administration in developed and developing countries.

**Section A**

1. Theories of Organization: Classical Theory, Human Relations, Max Weber's Bureaucratic Model.
2. New Public Service
- 3 Communication: Concept, Process and Barriers
4. Supervision: Concept, Process and Barriers

**Section B**

5. Coordination: Concept, Process and Barriers
6. Citizen and Administration Interface: Concept and Philosophy; Citizen Charter
- 7 Good Governance: Concept, Application and Rationale
8. Comparative Public Administration: Meaning, nature, scope and significance.

**Suggested Reading**

- Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated.
- Awasthi and Maheshwari (2017). Lok Prashasan. Agra: Lakshmi Narain Agarwal Educational Publishers.
- Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.
- Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers.
- Bhattacharya, M. (2000). Public Administration. Calcutta: World Press.
- Bhattacharya, Mohit (2007). LokPrashasanKeNayeAyaam. New Delhi: Jawahar Publishers.
- Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers.
- Fadia, B.L. and Fadia, Kuldeep (2017). Bharat Mein Lok Prashasan. Agra: Sahitya Bhawan.
- Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: Sahitya Bhawan.

