

SSD Girls College, Bathinda (An Autonomous College)

According to NEP 2020

2025-26

Subject: Public Administration

BA Part 2 – Semester III

(MINOR)

Course Title : (ADMINISTRATIVE THEORY – I)

COURSE CODE: 319

END SEMESTER EXAM: 70 Marks

INTERNAL EVALUATION: 30 Marks

FULL MARKS: 100

PASS MARKS: 35

CREDITS: 4

TIME: 3 Hours

Instructions

The question paper will consist of three Sections A, B and C.

Section A and B will have four questions each from respective sections of the syllabus. (12×4=48)

Each question will carry 12 marks.

The students will attempt two questions from each Section A and B.

Section C will be compulsory and consist of 11 short-answer type questions of 2 marks each covering the entire syllabus. (11×2=22)

Objective

To define the meaning, nature, scope and importance of public administration .

To describe the evolution of public administration.

To study principles of organisation

SECTION A

1. Public Administration: Meaning, Nature, Scope and Significance
2. Relationship of Public Administration with other Social Sciences
3. Evolution Of Public Administration since 1887
4. New Public Administration

SECTION B

5. Approaches to study of public administration Structure functional, system approach and behavioural approach
6. Principles of Organization: Meaning, Types: Formal and Informal Organizations; Hierarchy Span of Control, Unity of Command, Centralisation and decentralisation :meaning, definitions Merits & Demerits of centralisation and decentralisation
7. Chief Executive: Types, Functions and Role
8. Line, Staff and Auxiliary Agencies
Kinds Function and differences
Advantages and Disadvantages of Auxiliary Agencies

Nishu Bahi
Jyoti

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17.10.25

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Suggested Readings

1. A. Awasthi and S.R. Maheshwari: Public Administration, Agra, Laxmi Narain Aggarwal, 2004
2. Amarjit Singh Dhillon: Lok Parshashan De Mool Sidhant (Pbi.)
3. Amitai Etzioni: Modern Organizations, New Delhi, Prentice Hall of India Pvt. Ltd., 1964
4. B.L. Fadia & Kuldeep Fadia: Public Administration: Administrative Theories and Concepts, Agra, Sahitya Bhawan Publication, 2010
5. D. R. Prasad, V.S. Prasad & P. Satyanarayan (ed.): Administrative Thinkers, New Delhi, Sterling Publishers Pvt. Ltd., 1991
6. K.K. Puri: Elements of Public Administration (Pbi.), Jalandhar, Bharat Prakashan, 2004

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SSD Girls College, Bathinda (An Autonomous College)
According to NEP 2020
2025-26

Subject: Public Administration
Course Code: BA 419
(Minor)

Course Title: Administrative Theory – II (Minor)
Class: BA Part 2, Semester 4

End Semester Exam: 70 Marks
Internal Evaluation: 30 Marks

Credit :4
Time: 3 Hours
Maximum Marks: 100
Pass Marks: 35

Instructions

The question paper will consist of three Sections A, B and C.
Section A and Section B will have four questions each.
Each question will carry 12 marks.

(12×4=48)

Students will attempt two questions from each Section (A and B).

Section C will be compulsory and will consist of 11 short-answer type questions of 2 marks each covering the entire syllabus.

(2×11=22)

Objectives

1. To discuss the theories of organization.
2. To cover new areas and developments in Public Administration (Good Governance, New Public Service).
3. To study the basic concepts of Public Administration in developed & developing countries.

Section A

1. Theories of Organization – Classical Theory, Human Relations, Max Weber's Bureaucratic Model.
2. New Public Management Perspective and 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 Readings

1. Arora, R. K. (Ed.) (1979). Perspectives in Administrative Theory. New Delhi: Associated.

Handwritten signatures and dates:
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Jyoti Kishore
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2. Awasthi & Maheshwari (2017). Lok Prashasan. Agra: Lakshmi Narain Agarwal Educational Publishers.
3. Awasthi & Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.
4. Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers.
5. Bhattacharya, M. (2000). Public Administration. Calcutta: World Press.
6. Bhattacharya, Mohit (2007). Lok Prashasan Ke Naye Ayaam. New Delhi: Jawahar Publishers.
7. Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers.
8. Fadia, B. L. & Fadia, Kuldeep (2017). Bharat Mein Lok Prashasan. Agra: Sahitya Bhawan.
9. Fadia, B. L. & Fadia, Kuldeep (2017). Public Administration in India. Agra: Sahitya Bhawan.

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