

**B.A.(Liberal Arts)**  
**CORE COURSE (CC): PUBLIC ADMINISTRATION**  
**SEMESTER - I**  
**(BLAB31106T) ADMINISTRATIVE THEORY**

**MAX MARKS: 100**  
**EXTERNAL: 70**  
**INTERNAL: 30**  
**PASS: 40%**  
**Credits: 6**

**OBJECTIVE:**

This course aims to introduce the students to the basic concepts and themes of the discipline of public Administration. It will provide an overview about public. The objective of this course is to further enrich student with the major concepts of the discipline and Administrative theory. It will help the students to understand and engage with key issues of contemporary world.

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any 10 questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A, and B of the question paper, and any ten short answer questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION – A**

<b>UNIT I</b>	Meaning, Nature, Scope and Significance of Public Administration;
<b>UNIT II</b>	Public Administration and Private Administration;
<b>UNIT III</b>	Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences,

**UNIT IV** Concepts of New Public Administration & New Public Management.  
Organization: Meaning, Bases, Formal and Informal Organization.

### **SECTION – B**

**UNIT V** Chief Executive, Line and Staff Agencies.

**UNIT VI** Principles of Organization: Hierarchy, Centralization and Decentralization,  
Coordination, Communication,

**UNIT VII** Legislative and Judicial Control over Administration.

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

### **SUGGESTED READINGS**

- Nicholas Henry: Public Administration and Public Affairs, Prentice Hall, New Jersey, 1980
- Feliz A. Nigro and Liyod G. Nigro: Modern Public Administration, Harper and row, New York (Latest ed)
- Peter Self: Administrative Theories and Politics, George Allen and Unwin, London, 1972
- Mohit Bhattacharaya, Public Administration: Structure, Process and Behaviour, World Press, 2nd ed., Calcutta, 1980
- Rumki Basu, Introduction to Public Administration, Sterling Publishers, New Delhi, 1990
- S.R. Maheshwari, State Government in India (New Delhi: McMillan, 1979)
- Chander Mohan Mahajan, Elements of Public Administration, Publication Bureau, Punjabi Punjabi University, Patiala
- Robert T. Golembewski, Public Administration as a Developing Discipline, Marcel Dekker, New York, 1977
- John M. Pfiffner and Drank P. Sherwood: Administrative Organisation, Prentice Hall, New Delhi
  - (Latest ed)
- Avashi and S.R. Maheswari, Public Administration, Lakshmi Narain Aggarwal Educational Publishers, Agra, 2004
- Harbir Singh, Administrative Theory and Indian Administration, Deepak Publishing House, Patiala, 2001(Punjabi)
- Inderjit Singh Sethi, Public Administration: Theory and Practice (Panjabi) College Book Depot, Jaipur, 1999
- R.B. Jain: Public Administration in India, Deep and Deep Publishers Pvt. Ltd., New Delhi 2001
- S.R. Maheshwari, Indian Administration, Longman, New Delhi, 1990
- E.N. Gladden, an Introduction to Public Administration, Staples Press, London, (Latest ed.)
- John M. Pfiffner and R. Vance Presthus, Public Administration, Ronald Press, (Latest ed.) New York
- Cyril O' Donnell: Principles of Management: An Analysis of Managerial Functions, McGraw Hill, New York, 1975
- Pardeep Sahni and Administrative Theory, PHI Etakulaya Vayunandan Learning Pvt., Ltd, New Delhi, 2010
- K. K. Puri, Elements of Public Administration (Pbi.) Bharat Parkashan, Jalandhar, 2004
- Sahib Singh & Swinder Singh, Public Administration Theory and Practice, New Academic Publishing Co., 2009