

B.A I, II, III SEMESTER SYSTEM IN PUBLIC ADMINISTRATION
W.E.F. 2010-11

The paper of Public Administration can be taken up in each class i.e. B.A.I,II,III.
However, with effect from **the current session i.e. 2010-11 semester system** is going to be introduced and the **Scheme of Examinations** will be following:

NOTE: The students are required to attempt five questions in all while selecting one question from each unit. Question No. 9 is compulsory, which contains 9 small questions (Not exceeding 30 words) each of 2 marks.

B.A.(I) Semester-I

Paper	Nomenclature	Theory	Internal Assessment	Total Marks	Time
P-I	Elements of Public Administration Part-I	90	10 (5 marks for Attendance and 5 marks for House Test)	100	3 hrs

B.A.(I) Semester-II

Paper	Nomenclature	Theory	Internal Assessment	Total Marks	Time
P-II	Elements of Public Administration Part-II	90	10 (5 marks for Attendance and 5 marks for House Test)	100	3 hrs

B.A. I Year

(PUBLIC ADMINISTRATION)

Semester-I

Elements of Public Administration

1. i) Public Administration: Meaning, Nature, Scope and Importance.
- ii) Public Administration & Private Administration, Similarities & Differences.
- iii) Relationship of Public Administration with Political Science, History, Sociology and Economics.
2. Organization : Meaning and forms of organization (Formal & Informal), Basis of Organization.
3. Principles of Organization: Hierarchy, Meaning, Merits & Demerits, Span of Control, Dependant Factors, Unity of Command, Supervision, its meaning, importance, techniques, Quality of a good supervisor. Communication, its meaning, types of communication & its importance in Public Administration, Centralization & Decentralization.
4. Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive.

Semester-II

Elements of Public Administration

1. Forms of Administrative Organizations: Department, Public Corporation, Difference in between Department & Public Corporation, Independent Regulatory Commissions, Line & Staff Agencies, Administrative Tribunals.
2. Personnel Administration: Recruitment, Training & Promotion, Union Public Service Commission, Haryana Public Service Commission, Morale
3. Financial Administration: Meaning of Budget, Principles of Budget.
4. Types of Control over Public Administration : a) Legislative, b) Executive and c) Judicial. Recent Trends in Public Administration: Good Governance, e-Administration.

RECOMMENDED BOOKS
FOR
ELEMENTS OF PUBLIC ADMINISTRATION
1st & 2nd Semesters

1. Dr. K.K. Puri Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab).
2. Dr. V.K. Puri Modern's Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar
3. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar.
4. Awasthi & Maheshwari Public Administration, Laxminarayan Agrawal, Agra, 1997.
5. Goel S.L. Advanced Public Administration, Sterling, New Delhi.
6. Felix Nigro & Liyod Nigro Modern Public Administration-Harper and Row Publication, New York.

