

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD5000T
Title of the Course	ELEMENTS OF PUBLIC ADMINISTRATION
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Foundation Level (10+2)
Co-requisites	None
Objectives of the course	<ul style="list-style-type: none"> ➤ After the completion of the programme the students will be able to understand theoretical and procedural part of existing Public Administration and government mechanism. ➤ .The students will be able to understand the various approaches and branches of Public administration.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to describe basics of Public Administration. ➤ Students will be able to explain organizational theories and principles.
SYLLABUS	
UNIT-I	<p>Meaning, Nature and Scope of Public Administration, Importance of Public administration in Modern Society, Public and Private Administration. Evolution of the study of the Public Administration.</p> <p style="text-align: right;">(18h)</p>

<p>UNIT -II</p>	<p>Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology and Law.</p> <p>Approaches to the study of Public Administration : Classical and Humanistic.</p> <p style="text-align: right;">(18h)</p>
<p>UNIT-III</p>	<p>Principles of Organization : Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralisation - Decentralisation.</p> <p style="text-align: right;">(18h)</p>
<p>UNIT-IV</p>	<p>Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision-Making.</p> <p style="text-align: right;">(18h)</p>
<p>UNIT-V</p>	<p>Personnel Administration: Civil Service and its Role in a Developing Society; classification, Recruitment, Training and Promotion.</p> <p style="text-align: right;">(18h)</p>
<p>Text Books</p>	<ul style="list-style-type: none"> ➤ M.P. Sharma, Principles and Practice of Public Administration (Allahabad, Kitab Mahal) ➤ D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981) ➤ A. Awasthi, S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987) ➤ C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ A.R. Tyagi: Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ Vishnu Bhagwan & Vidya Bushan, Public Administration ➤ Rumaki Basu: Public Administration: Concepts and Theories (Sterling Publication, New Delhi) ➤ Avasthi and Maheshwari, Lok Prakashan ➤ C.P. Bhambri, Lok Prakashan. ➤ Harish Chandra Sharma, Lok Prakashan Ke Adhaar ➤ Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan ➤ B.L. Fadia, Lok Prakashan ➤ Ravindra Sharma, Lok Prakashan Ke Tatwa ➤ Surendra Kataria : Lok Prashasan Ke Tatwa

Reference Books	<ul style="list-style-type: none">➤ John Pfiffner and Robert Presthus, Public Administration.➤ Dimock and Dimock, Public Administration.➤ G R Terry, Principles of Management.➤ Jhon, D. Millat, Management in Public Services➤ E.N. Gladden, Essentials of Public Administration.
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in