

**B. A. Political Science  
Level 7 (Fifth Semester)  
Public Administration**

**Discipline Specific Elective**  
**Contact hours per week: 6**  
**Examination Duration: 3 hours**

**Course Credits: 6**

**Course Code: POL7104T**  
**Maximum Marks: 100**  
**Internal: 20 External: 80**

**Course Objective:**

The Prime objective of this paper is to make aware the students about the different theoretical aspects of Public Administration. The content of the paper is designed in way to enrich the students with the concepts and principles of administration.

**Course Outcome:**

It is expected that after going through the course the students will have adequate understanding about the different aspects of Public Administration. The outcome of this subject will be multidisciplinary manifestations.

**Course Contents**

- Unit 1 Meaning, Scope and Nature of Public Administration; Evolution of Public Administration as a discipline
- Unit 2 Public and Private Administration; New Public Administration;
- Unit 3 Administrative Behaviour : Leadership, Decision Making, Communication
- Unit 4 The concept of Bureaucracy and Civil Service; Role of Civil Service in developing Societies
- Unit 5 Budget: Concepts, Techniques, Formulation and Execution of Budget, Public Administration in the age of Globalisation and Liberalisation

**लोक प्रशासन**

- इकाई 1 लोक प्रशासन का अर्थ क्षेत्र और स्वरूप; एक विषय के रूप में लोक प्रशासन का उद्विकास
- इकाई 2 लोक प्रशासन एवं निजी प्रशासन; नवीन लोक प्रशासन
- इकाई 3 प्रशासनिक व्यवहार – नेतृत्व, निर्णयन, संचार
- इकाई 4 नौकरशाही एवं लोकसेवा की अवधारणाएँ; विकासशील समाजों में लोकसेवा की भूमिका
- इकाई 5 बजट – अवधारणाएँ एवं तकनीकें, बजट निर्माण एवं क्रियान्वयन, भूमंडलीकरण और उदारीकरण के युग में लोकप्रशासन

**Recommended Readings**

1. P.H.Appleby, Policy and Administration, Alabama University of Alabama Press, 1957.
2. A.Avasthi and S.R.Maheswari, Public Administration, Agra, Lakshmi Narain Aggarwal, 1996.
3. M.Bhattacharya, Public Administration : Structure, Process and Behaviour, Calcutta, The World Press, 1991.
4. S.R.Maheshwari, Administrative Theories, New Delhi, Allied, 1994.
5. F.A.Nigro and L.S.Nigro, Modern Public Administration, New York, Harper & Row, 1984.
6. D.Waldo (ed.), Ideas and Issues in Public Administration, New York, Mc Graw Hill, 1953.
7. L.D.White, Introduction to the Study of Public Administration New York, Macmillian, 1955

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