

Guru Jambheshwar University of Science & Technology, Hisar

Scheme for Theory Based Subjects

Guidelines for Scheme of examination of UG Course PUBLIC ADMINISTRATION (under semester system)

The Scheme of Examination of undergraduate (UG) Courses under Faculty of Humanities & Social Sciences run by affiliated degree colleges will be under 80: 20 (external: internal) for theory based courses. Pass percentage will be

For the UG courses under Faculty of Humanities & Social Sciences, the guidelines regarding scheme and paper setting will be followed as:

For the end semester examinations, nine questions are to be set by the examiner. The candidates shall attempt five questions in all. First question will be compulsory of 20 marks based on the entire syllabus. It will comprise of ten short answer type questions of two marks each. Students are required to attempt any four questions out of remaining eight questions (these eight questions may be (in) up to four units depending on the subject). All remaining questions shall carry equal marks.
Scheme: 80:20 (external: internal)
1 st question=20 marks (10 short answer type questions of two marks each)
Rest four questions: 15 marks each i.e. 4 x 15=60
Total = (20+60) + 20 = 100 marks

Components of Internal Assessment (Breakdown of 20 marks)	
(a)	Class Test: 5 marks
(b)	Assignment: 5 marks
(c)	Participation in Class Discussions: 3 marks
(d)	Term Paper/written test/2 nd assignment: 5 marks
(e)	Attendance: 2 marks*

*Weightage of 2 marks for **Attendance** component out of 20 marks for Internal Assessment shall be available only to those students who attend **75% and more** of classroom lectures. The break-up of marks for **attendance component** for theory papers shall be as under:

- (a) 75% and above up to 85%: 1 mark
- (b) Above 85%: 2 marks

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B.A. Part-1: Public Administration

Semester – I

PA 101: Elements of Public Administration

Maximum Marks: 100

External Marks: 80

Internal Marks: 20

Time: 3 Hours

Note:-

1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit I:

Public Administration as a Discipline

- Meaning, Nature, Scope, Dimensions and Significance of the Discipline
- Its relations with Political Science, Management, Law and Economics
- Public and Private Administration
- Evolution of Public Administration with special focus on Minnow brook Conferences
- New Public Administration (NPA)

Unit II:

Organization and its Principles

- Organization: Meaning, Basis and Forms of Organizations
- Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination
- Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

Unit III:

Organization: Structure and Processes

- The Chief Executive: Meaning, Types, Functions and Role
- Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships.
- Decision-making
- Communication
- Leadership

Unit IV:

Emerging Perspectives -I

- State Vs. Market Debate – Public Choice Paradigm
- Governing the Commons: Common-Pool Resources (CPR)
- Development Administration: Meaning, Nature and Scope

Recommended Books & Readings

- Allison, G. 1997. 'Public and Private Management'. in Shafritz, J. and Hyde, A. (eds.) *Classics of Public Administration*. 4th Edition. Forth Worth: Hartcourt Brace. pp. 510-529
- Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
- Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
- Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
- Beauvoir, Simone De. 1988. *The Second Sex*. London: Picador.
- Bhagwan, V. & Vidhya Bhushan: *Lok Prashashan*
- Bhambhari, C.P. *Lok Prashashan*
- Bhattacharaya, M. *New Dimensions of Public Administration* (Hindi medium)
- Bhattacharya, M. 2006. 'Chapter 2 and 4', in *Social Theory, Development Administration and Development Ethics*, New Delhi: Jawahar Publishers.
- Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
- Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
- Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering". *Public Administration Review*, Volume 60, No-6.
- Dunleavy, P. and C.Hood. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Frederickson. H. 2004 'Toward a New Public Administration'. in J. Shafritz, & A. Hyde, (eds.) *Classics of Public Administration*, 5th Edition, Belmont: Wadsworth.
- Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall
- Jaggar, Alison. 1983. *Feminist Politics and Human Nature*. Brighton: Harvester Press.
- Koontz, H. & O'Donnell, C.1986. *Principles of Management*. 4th edition. Tokyo: McGraw Hill.
- Kumar, Radha. 1998. *The History of Doing*, New Delhi: Kali for Women.
- Medury, U. *Public administration in the Globalization Era*. New Delhi: Orient Black

Menon, Nivedita [ed.]. 1999. *Gender and Politics*. Delhi: Oxford University Press.

Osborne, D., & Gaebler, T. 1993. *Re-inventing Government: How the Entrepreneurial Spirit is*

Ostrom, Elinor. 1990. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge: CUP

Ravindra Sharma: Lok Prashashan ke Tatwa

Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. *Public Administration: Understanding Management, Politics and Law in Public Sector*, 7th edition, New Delhi: McGraw Hill, pp. 1-40

Sharma, P.D. *Lok Prashashan: Siddhant Awam Vyavhar*

Stivers, Camila. 2002. *Gender Images in Public Administration*. California: Sage Publishers.

Transforming the Public Sector. New York: Addison Wesley.

Tullock, G. 1987. *The Politics of Bureaucracy*. Washington, DC: Public Affairs Press

Walby, Sylvia. 1997. *Theorizing Patriarchy*. Oxford: Basil Blackwell.

Wharton, Amy. S. 2012. *The Sociology of Gender*. West Sussex: Blackwell-Wiley Publishers

Wilson, W. 2004. 'The Study of Administration'. in B. Chakrabarty and M. Bhattacharya (eds), *Administrative Change and Innovation: a Reader*, New Delhi: Oxford University Press, pp. 85-101

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B.A. Part-1: Public Administration

Semester – II

PA 102: Basics of Public Administration

Maximum Marks: 100

External Marks: 80

Internal Marks: 20

Time: 3 Hours

Note:-

1. The question paper will consist of *nine* questions. The candidate shall attempt *five* questions in all. The Question No. 1 will be *compulsory*. The Candidate shall attempt *four* more questions selecting at least *one* from each Unit. The paper will carry 100 marks out of which 20 marks will be earmarked for internal assessment.
2. The **Compulsory Question No.1** will be short answer type questions containing *ten* questions of equal marks (i.e., 2 marks each) spread over the whole syllabus. Other questions will carry the 15 marks each.

Unit I:

Classical Theories of Organization

- Scientific Management (F.W.Taylor)
- Administrative Management (Fayol, Gullick, Urwick and Others)
- Ideal-Type Bureaucracy (Max Weber)

Unit II

Neo-Classical & Motivational Theories

- Human Relations Theory (Elton Mayo)
- Rational Decision-Making (Herbert Simon)
- Maslow's Hierarchy of Needs (Abraham Maslow)
- Two-Factor Theory (Herzberg)

Unit III

Contemporary Theories

- Ecological Approach (Fred Riggs)
- Innovation and Entrepreneurship (Peter Drucker)
- Models of Decision-Making (March & Olsen and Richard Thaler)

Unit IV:

Emerging Perspectives -II

- Feminist Perspectives
- New Public Management (NPM)
- New Public Service (NPS)
- Public Policy: Concept, relevance and Approaches
- Formulation, Implementation and Evaluation (Special reference to India)

Recommended Books & Readings

- Anderson, J. 1975. *Public Policy Making*. New York: Thomas Nelson & sons Ltd.
- Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
- Avashti and Maheshwari. 2017. *Lok Prashashan*. Lakshimi Narain Agarwal Educational Publishers: New Delhi
- B.L. Fadia. *Lok Prashashan*
- Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
- Bhambhari, C.P.. *Lok Prashashan*
- Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
- Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
- Bhattacharya, M. 2012. *Restructuring Public Administration: A New Look*. New Delhi: Jawahar Publishers.
- Blau, P.M. 1987. *Bureaucracy in Modern Society*. New York: Random House.
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
- Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
- Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering". *Public Administration Review*, Volume 60, No-6.
- Dunleavy, P. and C.Hood. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Dunleavy, P. and Hood, C. 1994. "From Old Public Administration to New Public Management". *Public Money and Management*. Vol. XIV, No-3.
- Fedrickenson, G. et. al. 2015. *The Public Administration Theory Primer*. 3rd Edition. Westview Press
- Flippo, E. 2008. *Principles of Personnel Management*. 4th Edition. Kogakusha: McGraw Hill.
- Lall, G.S. 1979. *Public Finance and Financial Administration in India*. New Delhi: Kapoor
- Government of India. 2010. *2nd Administrative Reforms Commission*. 10th Report: Refurbishing of Personnel Administration – Scaling New Heights. New Delhi: Manager of Publications.
- Mary Jo Hatch and Ann .L. Cunliffe. 2006. *Organisation Theory: Modern, Symbolic and Postmodern Perspectives*. Oxford University Press
- Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall IBH Publishing.

- Howlett, M. and Ramesh, M. 2009. *Studying Public Policy: Policy Cycles and Policy Subsystem*. OUP
- Medury, U. *Public administration in the Globalization Era*. New Delhi: Orient Black
- Menon, Nivedita [ed.]. 1999. *Gender and Politics*. Delhi: Oxford University Press.
- Osborne, D., & Gaebler, T. 1993. *Re-inventing Government: How the Entrepreneurial Spirit is*
- Ostrom, Elinor. 1990. *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge: CUP
- R.V. Vaidyanatha Ayyar. 2009. *Public Policy Making in India*. Pearson.
- Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. *Public Administration: Understanding Management, Politics and Law in Public Sector*. 7th edition. New Delhi: McGraw Hill, pp. 1-40
- Shafritz, J. & Hyde, A. (eds.). 2008 *Classics of Public Administration*, 6th Edition, Belmont: Wadsworth Publishing.
- Shafritz, J. & Hyde, A. (eds.). 2010. *Classics of Organisation Theory*, 7th Edition, Cengage Learning
- Silverman, D. (2008). *The Theory of Organisations*. London: Heinemann.
- Stahl, O. Glenn. 1971. *Public Personnel Administration*. 6th Edition. New Delhi: Oxford and Stivers, Camila. 2002. *Gender Images in Public Administration*. California: Sage Publishers.
- Sury, M.M. 1990. *Government Budgeting in India*. New Delhi: Commonwealth Publishers
- T. Dye. 1984. *Understanding Public Policy*. 5th Edition, Prentice Hall, (pp. 1-44) *The Oxford*
- Xun Wu, M.Ramesh, Michael Howlett and Scott Fritzen. 2010. *The Public Policy Primer: Managing The Policy Process*. Rutledge
- Thavaraj, M.J.K.. 2001. *Financial Administration in India*. 6th edition. Delhi, Sultan Chand
- Wren, D.A. (2009). *The Evolution of Management Thought*. New York: Ronald.
- Walby, Sylvia. 1997. *Theorizing Patriarchy*. Oxford: Basil Blackwell.
- Wharton, Amy. S. 2012. *The Sociology of Gender*. West Sussex: Blackwell-Wiley Publishers