

PUNJAB UNIVERSITY, CHANDIGARH

SYLLABUS

B.A. (GENERAL) FIRST SEMESTER

PAPER : ADMINISTRATIVE THEORY

Max. Marks : 100

Internal Assessment : 10 Marks

Theory : 90 Marks

Time : 3 Hours

Objective of the Paper :

The objective of this paper is to acquaint the student with the basic concepts and principles of public administration. In addition, the paper would trace the evolution of public administration and its relationship with other social sciences.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

UNIT-I

Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration, Public Administration as a science or an Art, Relationship of Public Administration with other Social Sciences, Evolution of Public Administration since 1887.

UNIT-II

Organisation: Meaning, Types: Formal and Informal Organisation.

Forms of Organization: Department, Public Corporation, Government Company.

Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility.

UNIT-III

Chief Executive-Types, Functions and Role

Line, Staff and Auxiliary Agencies

Centralisation and Decentralisation

Decision Making : Meaning, Types and Process

UNIT-IV

Co-ordination: Concept; Methods and Hindrances.

Communication: Concept, Process and Barriers.

Supervision: Concept and Methods

Leadership: Concept, Styles, Qualities of a Good Administrator.