

SSD Girls College, Bathinda (An Autonomous College)  
According to NEP 2020  
2025-26

Subject: Public Administration  
BA Part 2 – Semester III  
(MINOR)

Course Title : ( ADMINISTRATIVE THEORY – I)  
COURSE CODE: 319

FULL MARKS: 100  
PASS MARKS: 35  
CREDITS: 4  
TIME: 3 Hours

END SEMESTER EXAM: 70 Marks  
INTERNAL EVALUATION: 30 Marks

#### Instructions

The question paper will consist of three Sections A, B and C.  
Section A and B will have four questions each from respective sections of the syllabus. (12×4=48)  
Each question will carry 12 marks.  
The students will attempt two questions from each Section A and B.  
Section C will be compulsory and consist of 11 short-answer type questions of 2 marks each covering the entire syllabus. (11×2=22)

#### Objective

To define the meaning, nature, scope and importance of public administration .  
To describe the evolution of public administration.  
To study principles of organisation

#### SECTION A

1. Public Administration: Meaning, Nature, Scope and Significance
2. Relationship of Public Administration with other Social Sciences
3. Evolution Of Public Administration since 1887
4. New Public Administration

#### SECTION B

5. Approaches to study of public administration Structure functional, system approach and behavioural approach
6. Principles of Organization: Meaning, Types: Formal and Informal Organizations; Hierarchy Span of Control, Unity of Command ,Centralisation and decentralisation :meaning ,definitions Merits & Demerits of centralisation and decentralisation
7. Chief Executive: Types, Functions and Role
8. Line, Staff and Auxiliary Agencies  
Kinds Function and differences  
Advantages and Disadvantages of Auxiliary Agencies

Nishu Bati  
Jyoti

Nishu  
15/10/25

JK  
17.10.25