

III. CORE COURSE [CCPOL303]:

(Credits: Theory-04, Tutorial-01)

Marks: 30 (MSE: 20Th. 1Hr + 5Attd. + 5Assign.) + 70 (ESE: 3Hrs)=100	Pass Marks (MSE:17 + ESE:28)=45
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Instruction to Question Setter:**Mid Semester Examination (MSE):**

There will be **two** groups of questions in written examinations of 20 marks. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type five** questions of five marks each, out of which any three are to be answered.

End Semester Examination (ESE):

There will be **two** groups of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of five questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type six** questions of fifteen marks each, out of which any four are to be answered.

Note: There may be subdivisions in each question asked in Theory Examinations

The Mid Semester Examination shall have three components. (a) Two Semester Internal Assessment Test (SIA) of 20 Marks each, (b) Class Attendance Score (CAS) of 5 marks and (c) Class Performance Score (CPS) of 5 marks. "**Best of Two**" shall be applicable for computation of marks for SIA.

(Attendance Upto 75%, 1 mark; 75 < Attd. < 80, 2 marks; 80 < Attd. < 85, 3 marks; 85 < Attd. < 90, 4 marks; 90 < Attd, 5 marks).

PUBLIC ADMINISTRATION**Theory: 60 Lectures; Tutorial: 15 Hrs**

1. Administrative Culture
2. Administrative theories: Human Relations (Elton Mayo), Decision – making theory (Herbert Simon) and Ecological theory (F.W Riggs)
3. Max Weber's views on bureaucracy
4. Committed bureaucracy, neutrality and downsizing of bureaucracy.
5. Administrative Management: Leadership, communication and motivation.
6. Public Policy: Concept and formulation.
7. E-governance: Meaning, advantages, challenges and e-governance in India.
8. Removal of citizen's grievances: lokpal and lokayukt.

Essential Readings

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| <input type="checkbox"/> Administration Theory | - | S.R. Maheshwari |
| <input type="checkbox"/> Public Administration | - | Fadia & Fadia |
| <input type="checkbox"/> प्रशासन एवं लोकनीति | - | मनोज सिन्हा |
| <input type="checkbox"/> प्रशासनिक सिद्धान्त | - | बी.एल.फाडिया |
| <input type="checkbox"/> लोक प्रशासन | - | एम.पी. शर्मा एवं सदाना |