B. A 1st Year
Public Administration

Course Code PUBA
101-A (DSC-IA)

Administrative Theory

Unit 1-20

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SHIMLA-171005

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UNIT-1
MEANING, NATURE, SCOPE & SIGNIFICANCE OF PUBLIC ADMNISTRATION

Structure

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1.8 Answers to Self-Check Exercise
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1.10 References/Suggested Readings

1.0 Introduction

Public Administration, as a component of government operations, has been integral to human society since its inception. As an academic field, the study of Public Administration dates back roughly a century. The pioneering work of Woodrow Wilson, through his 1887 article "The Study of Administration," played a key role in establishing Public Administration as an academic discipline, emphasizing the importance of developing a scientific basis for its study. However, this does not imply that earlier thinkers lacked insight into the subject. Throughout history, scholars and administrators have examined the workings of government. Notable contributions to the field can be found in Kautilya's *Arthashastra*, the *Mahabharata*, the *Ramayana*, and the teachings of Confucius, all of which offer valuable perspectives on government structure and administration in the Eastern tradition.

As the modern state has grown and its functions expanded, Public Administration has gained even greater relevance in contemporary society. The increasing focus on social welfare has amplified the subject's importance, as it is essential for fostering social cohesion and ensuring societal peace and stability. In socialist nations, the scope of state responsibilities is vast, while capitalist countries, too, have broadened their governmental roles to address welfare needs. Moreover, post-colonial "third-world" nations have embraced development administration to accelerate state-led socio-economic progress.

B. A. 1st Year

Public Administration

Course Code

PUB 102-A (DSC-1B)

INDIAN ADMINISTRATION

Unit 1-20

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SHIMLA-171005

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Unit 1. Introduction

Structure

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1.6 Glossary

1.7 Answers to Self-Check Exercises

1.8 References/Suggested Readings

1.9 Terminal Questions

1.1 Introduction

Ancient Indian administration is a rich and complex topic that provides insight into the governance, society, and culture of early Indian civilizations. The administrative systems evolved over time, reflecting changes in political, economic, and social structures. This chapter delves into the various administrative practices and structures prevalent during key periods in ancient Indian history, focusing on the Vedic, Mauryan, and Gupta periods.

B. A 2nd Year

Public Administration

Course Code

PUB 201-A (DSC-1C)

ADMINISTRATIVE THINKERS

Unit 1-20

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SHIMLA-171005

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UNIT I

Kautilya's Arthashastra: Contents and Significance

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1.4 Problems in Kautilya’s Arthashastra
1.5 Significance of Kautilya’s Arthashastra
1.6 Summary
1.7 Glossary
1.8 Answer to Self check exercise 1,2,3
1.9 Suggested Readings
1.10 Terminal Questions

1.1 Introduction

Kautilya’s Arthashastra is an ancient Sanskrit text from India that addresses topics such as politics, economics, military strategy, and governance. This work is traditionally ascribed to Kautilya, also known as Vishnugupta and Chanakya, and was created during his time as the educator and advisor to Chandragupta Maurya at Takshashila. It is believed that the text was developed by multiple authors over an extended period. The Arthashastra was written, revised, and expanded between the second and third centuries C.E., influencing thought until its decline in the 12th century. It was rediscovered by R. Shamasastry in 1905 and subsequently published in 1909.

B. A. 2nd Year

Public Administration

Course Code

PUB 202-A (DSC-1D)

Development Administration

Unit 1-20

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SHIMLA-171005

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DEVELOPMENT: DEFINITION, NATURE, AND DIMENSIONS OF DEVELOPMENT

Part-1

Structure

1.1 Introduction

1.2 Learning Objectives

1.3 Definitions

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1.4 Implications of Development

Self-Check Exercise-2

1.5 Summary

1.6 Glossary

1.7 Answers to Self-Check Exercise

1.8 References/Suggested Readings

1.9 Terminal Questions

1.1Introduction

Development is a multifaceted concept that encompasses a wide range of economic, social, political, and environmental dimensions. It is often understood as a process of positive change aimed at improving the quality of life and well-being of individuals, communities, and societies. While development is often associated with economic growth and material progress, it also entails broader considerations such as equity, sustainability, and human flourishing. In this detailed note, we will explore the various dimensions of development, its drivers, challenges, and implications for societies around the world.

B. A 2nd Year

Public Administration

Course Code : PUBA 203-A
(SEC-IA)

COMPUTER APPLICATIONS & OFFICE MANAGEMENT

Unit 1-14

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Unit 1

Computer Design and Architecture

Structure

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1.2 Learning Objectives

1.3 Computer Design and Architecture

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1.5 Main and Secondary Memories

Self-Check Exercise-3

1.6 Input and Output Devices

Self-Check Exercise-4

1.7 Summary

1.8 Glossary

1.9 Answers to Self-Check Exercises

1.10 References/Suggested Reading

1.11 Terminal Questions

1.1 Introduction

The word computer originates from the Greek term compute, which refers to calculation. Historically, a computer was either a person or a device that carried out computations. Today, a computer is an electronic machine designed to process and manipulates data while performing various mathematical and logical operations. Modern computers are capable of executing multiple tasks, including storing, retrieving, and processing

information. They enable users to create and edit documents, send and receive emails, browse the internet, and play video games. The invention of computers has significantly contributed to advancements in science and technology. Today we cannot imagine growing our technology without computers. Computers are used in every field of life, such as homes, businesses, educational institutions, research organizations, the medical field, government offices, entertainment, etc. The most potent tool that man has ever made is the computer. In the present world, computers are utilized in practically every workplace, including schools, colleges, workplaces, banks, railroads, factories, hospitals, etc. The term compute, which means to calculate, is where the word computer originates. Because of this, a computer can be thought of as a calculator that can do arithmetic operations quickly and precisely. A computer is an advanced digital device designed to store, process, and retrieve information rapidly. It operates by accepting data and a set of instructions, which it then executes to perform specific tasks. Essentially, a computer functions as a data-processing machine that carries out a sequence of operations based on provided commands to achieve a desired result. Once it receives input (such as data or instructions) from devices like a keyboard or mouse, it processes this information accordingly. The final output, or results, are displayed in a user-friendly format on output devices, such as a monitor or screen, or printed on paper using a connected printer. The process of data handling by computers can be likened to how humans process information. In today's world, computers have become an essential part of our everyday lives, transforming how we work, communicate, and enjoy entertainment. Available in various forms, such as desktops, laptops, tablets, and smartphones, computers are ubiquitous. However, many people still lack a clear understanding of how they function and their full capabilities. At its core, a computer is an electronic device that processes raw data using a set of instructions or programs to generate meaningful output. It is capable of storing, processing, and manipulating data efficiently. The word "computer" originates from the Latin term "computare," meaning "to calculate." Computers operate by running applications and programs through a combination of hardware and software components. They also include memory to store data, programs, and the results they produce. Today, computers play a vital role in numerous aspects of life, from managing student information in educational institutions to maintaining patient records in healthcare facilities. They have significantly simplified our tasks. Now, we can quickly access stored data and solve complex problems in just seconds.

B. A 2nd Year

Public Administration

COURSE CODE -PUBA-204A
(SEC-2B)

HUMAN RESOURCE & LOGISTICS MANAGEMENT

Unit 1-14

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UNIT- 1

Human Resource Management –Meaning, Evolution, & Significance

Structure:

1.1 Introduction

1.2 Learning Objectives

1.3 Meaning & Definitions of HRM

Self Check Exercise-1

1.4 Evolution of Human Resource Management Worldwide and in India

Self Check Exercise-2

1.5 Significance of HRM

Self Check Exercise -3

1.6 Summary

1.7 Glossary

1.8 Answers to Self Check Exercises

1.9 References/Suggested Readings

1.10 Terminal Questions

1.1 Introduction: In this World everyone must be aware about organization. An organization is that which consists of people ,to whom different formal roles are assigned and who work together to achieve the goal of organization. In an organization people achieve their goal with the help of manager .

Most experts do agree that managing involves five functions such as Planning.