

SYLLABUS
FACULTY OF SOCIAL SCIENCES
Ph. D ENTRANCE EXAMINATION

PUBLIC ADMINISTRATION - PAPER 10

UNIT I: INTRODUCTION TO PUBLIC ADMINISTRATION

Meaning, Nature and Scope of Public Administration:
Approaches to the Study of Public Administration
Importance of Public Administration
Public Administration in Developed and Developing Countries
Evaluation of Public Administration as a Discipline
Comparative Public Administration: Development Administration:
New Public Administration: New Public Management Perspective:
Corporate Management: Managerial Ethics and Social Responsibility
Importance of Human Resource Management; HR Policy and Environment in India
HR Planning process: Compensation Administration:
Pay Commission Policies and Plans: HRD – Importance; Training & Development:
Importance of Organizational Behaviour: Organizational Change & Development.
The Meaning of organization: Formal & Informal Organizations
Bases of an Organization: principles of Administration:


UNIT-II: FOUNDATIONS OF MODERN GOVERNANCE; (Political Theory)-

Meaning and its Importance of Political Theory – its relationship with Public Administration: Theories of State and Governance – Liberal and Marxist
Liberty and Equality – Positive and Negative approaches
Rights & Duties – Types and its Importance;
Role of ideology in Politics, Policy, Administration, and Public Opinion
Constitutionalism: Relevance to Modern Governance
Liberal and Marxist Views on Democracy;
Civil Society initiatives: Empowerment Importance:

UNIT III: THEORIES OF ADMINISTRATION:

State and Governance-Kautliya:
Classical Theories of State and Bureaucracy:
Theory of State and Governance-Kautliya: State and War – SUN – TZU
State & Government – Plato & Aristotile:
Politics Administration Dichotomy – Woodrow Wilson
Classical Theory – Henry Fayol, Luther Gullick and Lyndal Urwick
Scientific management – F.W. Taylor: Bureaucratic Theory – Maxweber, Karlmarx,
Robert Mitchals: Human Relations Approach. Elton Mayo:
Behavioral Approach: Chester Barnard: H. A. Simon, Abraham Maslow, Herz Berg:
Chris Argyris, Rensis Lickert: Douglas Mc Gregor
Systems Approach: Application to Organization Theory:
Application to Public Management: Theories of Decision Making: leader Ship:
Communication: Motivation:


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UNIT IV: PUBLIC POLICY:

Meaning and Importance of Public Policy:

Approaches to study of Public Policy: Lass Well and Dror

Policy Process: Role of Political Parties and Bureaucracy: NGOs & Pressure Groups;

Peoples Movement & Mass Media: Policy Evaluation Importance; and its Problems:

Select Policy Studies: Disinvestment Policy, Reservation Policy; Rural Employment Policy: (MGNREGA) Land Reforms Policy.

UNIT – V: ADMINISTRATION IN INDIA:

British Legacy: Features of British Administrative System:

Socio Economic and Political Context of Indian Administration:

Union Administration; Legislature or Parliament:

Role of President: Cabinet: The Prime Minister: Union Council of Ministers:

Staff Agencies in India: cabinet Committees: Central Secretariat: Cabinet

Secretariat: Neti Ayog: Finance Commission: Election Commission: Comptroller

and Auditor General of India: Significance of Financial Administration: The

Budget System: Principles: Process: Formulation of the Budget: Parliamentary

Control of Finance and its Committees: Evolution and Growth of Civil Services in

India: Classification of Services In India: Salient Features of the Indian Civil

Service: Union and State Public Service Commissions in India: Accountability and

Control: Importance, Forms of Administrative Control, Citizen and Administration,

Institutional Devices for Redressal of Grievances and People's Participation in

Administration.

UNIT – VI: STATE AND DISTRICT ADMINISTRATION:

State Administration: the Governor, Council of Ministers, Chief Minister, State

Secretariat, Chief Secretary, Directorates, District Administration, District

Collector: Local Administration in India: Importance of Local Bodies: Rural


Local Government: Structure of Panchayat Raj: New Era in Panchayat Raj:

Constitutional 73rd and 74th Amendment Act: 1992: Urban Local Government:

Features of Urban Local Government: Constitution of Municipalities: Powers,

Authority and Responsibilities: Problems of Urban Government:


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UNIT - VII: RESEARCH METHODOLOGY IN SOCIAL SCIENCES

Nature and importance of Social Science research
Problem of objectivity in Social Science Research
Tradition and Scientific Methods of Social Science Research
Selection of a Research topic or problem
Hypothesis – Meaning, importance and sources of hypothesis
Preparation of research design
Questionnaire and Interview
Observation and Participation
Observation tools
Sampling methods
Scales of measurement
Processing of data – coding and tabulation
Methods data analysis use of computer programming
Principles of report writing and various methods
Accessories of report writing – Footnotes – References – Bibliography – Indexing
Social Sciences Research in India: Problems and Challenges.

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Suggested Reading :

1. Mohit Batta Chary: Public Administration: Structure, Process and Behaviour, World press Calcutta, 1987.
2. D. Ravindra Prasad & VS Prasad and Satyanarayana: Administrative Thinkers, Sterling, Publishers, New Delhi, 1989.
3. Avasthi and Maheshwari: Public Administration, Laxminarayana Agarwal Publishes, New Delhi, 1993.
4. Amal Ray & Mohit Bhatta Chary: Political Theory, Ideas & Institutions, World Press, Calcutta, 1989.
5. R.K. Sapru: Public Policy, Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi, 1994.
6. L.M. Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 1989.
7. S.R. Maheshwari: Indian Administration, Orient Longmen, New Delhi, 1968.
8. Avasthi & Maheshwari: Indian Administration, Laxminarayana Agarwal, Agra, 1984.
9. Ramesh K Arora & Rajan Gopal: Indian Public Administration, Institutions and Issues – Wishva Prakashan, New Delhi, 1985.
10. Mohti Bhatta Chary: Restructuring Public Administration, Jawahar Publishers, New Delhi, 1997.
11. C.S. Venkata Raman & SBK Srivastava: Personnel management and Human Resource Management, Tata Megrew Hill Publishing, New Delhi, 1991.
12. Robbins P: Organizational Behaviour.
13. Ramesh K. Arora: Comparative Public Administration.
14. Maheshwari S.R. Local Government in India Agra, 1987.
15. M.J.K. Thavaraj: Financial Administration in India, Sultan Chand & Comp. New Delhi, 1978.
16. Sharma V.K. : Human Resource Management, Viva Books, 2010.
17. Wilkinson and Bhandekar, Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi, 1980.
18. BAV Sharma, D. Ravindera Prasad & P. Sathyanarayana, Research Methods in Social Sciences, Sterling Publications, New Delhi, 1985.
19. Krishna Swamy. O.R., Methodology of Research in Social Sciences, Himalaya Publications, New Delhi, 1993.
20. Kothari.C.R., Research Methodology, Wiley Eastern Limited, New Delhi, 1994.
21. Rao.K.V. Research Methodology in Commerce & Management, Sterling Publications, New Delhi, 1993.
22. Glosch.B.N. Scientific Method and Social Research, Sterling Publishers, New Delhi, 1993.
23. Hans Raj, Theory and Practice in Social Research, Subject Publications, New Delhi, 1992.

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MODEL PAPER

Time : Two Hours.

Max. Marks: 100

**Answer All the Questions
All Questions Carry Equal Marks
Multiple Choice Questions (1 to 100)**

1. Who said "Public Administration is a detailed and systematic execution of Public Law"?
 - A. Herbert A Simon
 - B. Leonard White
 - C. Luther Gulick
 - D. Woodrow Wilson

2. The Principles of Scientific Management developed by F.W. Taylor did not include:
 - A. Scientific Selection and Training
 - B. Espirit de corps
 - C. Mental Revolution
 - D. Division of Responsibility

3. Who among the following developed the concept of Zone of indifference in respect of acceptance of authority by a Subordinate from his Manager?
 - A. Fred Fiedler
 - B. Cherster I. Barnard
 - C. Frank Gilberth
 - D. F. Herzberg

4. The Important Objective of a Budget is as:
 - A. Instrument of Fiscal Policy
 - B. A Tool for Management
 - C. Accountability
 - D. All of the above

5. How can a new All-India Service be created?
 - A. By an Amendment of the Constitution
 - B. By Provisions of Article 312 of the Constitution
 - C. By an Executive Order
 - D. By a Statue.

6. Whenever the Governor of a State has to address the State Legislature, Who among the following prepares his address?
 - A. Chief Secretary of the State
 - B. Chief Minister and his Council of Ministers
 - C. Speaker of the Legislative
 - D. Governor himself.