

## PUBLIC ADMINISTRATION

### SYLLABUS FOR PRE-QUALIFYING EXAMINATION FOR PH.D- PUBLIC ADMINISTRATION PROGRAMME

UNIT-I: **Introduction:** Meaning, Scope and Significance- Evolution and Status of the Discipline- Comparative Public Administration-Development Administration-Public and Private Administration- New Public Administration- New Public Management Perspectives.

UNIT-II: **Principles of Administration:** Organization- Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Centralization Vs Decentralization-Co-ordination-Delegation-Supervision-Line and Staff Agencies

UNIT-III: **Administrative Thinkers:** Contribution of Woodrow Wilson-Luther Gullick and Lyndal Urwick-Max Weber- F.W. Taylor-Henry Fayol -M.P. Follet-Elton Mayo-Chester I Barnard-Herbert Simon- Abraham Maslow –Douglus McGregor-Fedrick Herzberg and Chris Argyris.

UNIT-IV: **Public Personnel and Financial Administration:** Public Personnel Administration: Classification of services- Recruitment-Recruitment Agencies: UPSC and State Public Service Commission-Training-Promotion-Discipline-Morale-Staff Associations-Employer and Employee Relations .

Financial Administration: Budget- Meaning-Principles –Types=Formulation and Execution of budget-Finance Ministry and it's Role- Comptroller and Auditor General of India : Role and Functions -Central Finance Commission-Central and State Financial Relations.

UNIT-V: **Indian Administration:** Union Government: President- Prime Minister and Council of Minister-Central Secretariat- Cabinet Secretariat- Prime Minister's Office- Organization of Ministries and Departments

State Government: Governor- Chief Minister-Chief Secretary: Role and Functions-Secretariat-Directorate - Structure of District Administration-Role of District Collector

Local Government: Panchayat Raj institutions and Urban Government bodies: Structures ,Functions and Finances-State Election Commission-State Finance Commission.

Control Over Administration: Legislative-Executive-Judicial control-Transparency- Accountability and Administrative Responsiveness-Citizen and Administration: Lokpal and Lokayukta-Role of civil society-Social Audit.

#### REFERENCES:

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LaxmiKanth.M, Public Administration,Tata McgrawHill,NewDelhi,2015

Maheswari.S.R,Local Government in India, Laxminarayan Agarwal Publications New Delhi,2020.

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