

Ph.D. Entrance Test 2020

Syllabus of Paper II

Subject: - Public Administration

Sr. No.	Name of The Unit	Details about the Unit
01	Unit I Research Methodology	Meaning, Nature and Characteristics of Science; Research in Social Sciences and Natural Sciences. Facts and Values in Public Administration Research, Role of Research in Theory Building; Identification of Research Problem, Objectivity, Hypothesis, Research Design- Meaning and Need, Sources of Data Collection; Analysis of Data and use of Computer in Public Administration Research; SPSS; Citation Pattern; Qualitative and Quantitative Methods of Research and its use in Public Administration; Positivist and Post-positivist Research Models and Public Administration, Trends in Public Administration Research- Institutional, Structural- Functional and Behaviorism, Problems of Research in Public Administration- Academic Discipline or Profession, Interdisciplinary Nature of the Subject, Bridging Theory and Practice, Epistemological and Ontological Issues.
02	Unit II Public Administration: An Introduction	Public Administration- Meaning, Nature, Scope and Significance- Evolution and Present Status of the Discipline; Politics Administration Dichotomy; Globalization and Public Administration; Paradigm shift from Government to Governance. Principles of Organization- Division of Work; Hierarchy; Coordination; Unity of Command; Span of Control; Authority, Power and Responsibility; Delegation, Centralization and Decentralization; Line, Staff and Auxiliary Agencies; Leadership, Supervision; Decision-making and Communication. Personnel Administration- Meaning, Nature and Scope, Classification, Recruitment, Training, Promotion Compensation and Services Conditions, Discipline, Civil Service Neutrality, Anonymity and Commitment, Professional Associations and Unionism. Financial Administration-Meaning, Nature , Scope and Significance, Budget- Meaning, and Significance, Budgetary Process- Preparation, Enactment and Execution; Types of Budget- PPBS, Performance Budget, Zero- Based Budget and Gender Budget;

		Fiscal Federalism- Union- State Financial Relations, Finance Commission. Financial Control- Legislature, Executive; Parliamentary Committees and Comptroller and Auditor General of India (CAG).
03	Unit III Administrative Theories and Management Thought	<p>Ideas and Issues in Administrative Theory- Applied Science, Trans-disciplinary Orientation, Human Behavior and Theory Building, Distinction between Approach and Theory</p> <p>Administrative Thought : Schools to the study of Public Administration: Oriental- Kautilya- Administrative Content in Arthashastra, Classical- F W Taylor, Henri Fayol, Max Weber, Luther Gulick and Lyndall Urwick; Human Relations- Elton Mayo, Mary Parker Follet; Behavioralism- Chester Barnard, Herbert Simon; Motivation- Abraham Maslow, Fredrick Herzberg, Douglas McGregor, Organizational Humanism- Chris Argyris, Rensis Likert; Writers on Administration: Dwight Waldo, Ferrel Heady, Robert Golembiewski and Peter Drucker; Minnbrook Perspective, New Public Administration, New Public Management and Post Modernism.</p>
04	Unit IV Administration at Union, State and Local Level in India	<p>Constitutional Framework, Union Government and Administration- President; Prime Minister and Council of Ministers; Cabinet Committees; Central Secretariat; Cabinet Secretariat; and Prime Minister Office. Election Commission and Electoral Reforms, Union State Relations. Accountability- Legislative; Executive; and Judicial. Citizen Grievance Redressal Mechanism- Lok Pal, Lok Ayukta; Central Vigilance Commission and Regulatory Authorities.</p> <p>Civil Services: Classification- All India Services, Central Services and State Services;</p> <p>Recruitment Agencies- Union Public Service Commission and State Public Service Commissions.</p> <p>Planning- National Development Council, NITI Aayog, State Planning Machinery and District Planning Committee. Judiciary- Indian Constitution and Independence of Judiciary, Supreme Court; High Courts; Judicial Review and Public Interest Litigation and Judicial Reforms.</p> <p>State Government and Administration- State Legislature; Governor- Role and Functions; Chief Minister- Powers and Functions; Council of Ministers; Chief Secretary- Role and Functions; State Secretariat; Directorates and Commissionerate; District Administration- Concept and Evolution,</p>

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		<p>District Collector- Power, Functions and Changing Role; District Rural Development Agency.</p> <p>Local Government and Administration- Evolution of Local Governance in India, 73rd and 74th Constitutional Amendment Acts- State Election Commission; State Finance Commission; Rural Governance- Gram Sabha, Gram Panchayats, Panchayat Samitis and Zilla Parishads, Finance in PRIs, Growth of Urbanization, Urban Governance- Structure, Composition, Functions of Municipal Corporations, Municipal Councils, Nagar Panchayats and Metropolitan Governance, Sources of Finance; Personnel Administration at Local Level- Rural and Urban.</p>
05	Unit V Public Policy	<p>Public Policy- Nature, Scope and Importance. Evolution of Public Policy and Policy Sciences; Public Policy and Public Administration. Approaches to Public Policy- Process Approach, Logical Positivism, Phenomenological Approach, Participatory Approach and Normative Approach.</p> <p>Theories and Models of Policy Making- Harold Lasswell, Charles Lindblom, Yehezkel Dror.</p> <p>Institutions of Policy Making- Legislature, Executive and Judiciary. Types of Policy Analysis- Empirical, Normative, Retrospective and Prospective, Prescriptive and Descriptive. Policy Implementation and its outcomes, Policy Evaluation. Constraints on Public Policy- Socio- economic, Political, Institutional and Cultural. Role of Media, Public Opinion, Civil Society and Pressure Groups in Policy Making, Public Policy and Good Governance, Elements and Forms of Good Governance; Concepts and Theories of Governance, Public Policy and Development, Governance and Development.</p>

Reference Books: -

Unit I : Research Methodology

1. Devid E. McNaabb, (2008), Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, PHI Learning Pvt. Ltd., New Delhi.
2. Sarangi D.L., (2015), Research Methods in Public Administration, Astha Publishers and Distributors, New Delhi.
3. Yadav B.B. (2009), Research Methods in Public Administration, Murari Lal & Sons New Delhi.
4. Chopra J.K., (2004), Problems of Research in Public Administration, Commonwealth Publication, New Delhi.
5. Wilkinson T.S. & Bhandarkar P.L., (2010), Methodology and Techniques of Social Research, Himalya Publishing House, Delhi.

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6. Paul Oliver, (2008), *Writing Your Thesis*, Sage Publication, (South Asia Edition), New Delhi.
7. Gurumani N., (2010), *Scientific Thesis Writing and Paper Presentation*, MJP Publishers, Chennai.
8. Ghosh B.N.,(1987), *Scientific Methods and Social Research*, Sterling Publishers Pvt. Ltd., New Delhi.
9. Bindarwan Lal, (2002), *Research Methodology in Social Sciences*, ABD Publisher Jaipur.
10. Kothari C.R. (1985), *Research Methodology- Methods and Techniques*, Wiley Eastern Ltd., Delhi.

Unit II : Public Administration: An Introduction

1. Maheshwari S.R., (2003), *Administrative Theory*, MacMillan, Delhi.
2. Felix Nigro and Liyod Nigro, (1980) *Modern Public Administration*, Harper and Row Publishers, New York
3. Robert T. Golembiewaki (1973),*Public Administration as a Developing Discipline*, Marcel Dekker- New York.
4. Gerald E. Caiden, (1971), *The Dynamics of Public Administration* Holt, Rinehart and Winston – New York
5. Naidu S.P. (1996), *Public Administration: Concepts and Theory*, New Age International Publishers, New Delhi.
6. Sharma M.P.& Sadana B.L., (2005), *Public Administration in Theory and Practice*, Kitab Mahal, Allahabad.
7. Avasthi Amreshwar & Maheshwari Shriram, (2004), *Public Administration*, Laxmi Narain Agrawal, Agra.
8. Shrivastva Om Prie, (1991), *Public Administration and Management: The Broadening Horizons- Management and Administration*, Volume-I & II, Himalaya Publishing House, Delhi.
9. Tyagi A.R.,(1990), *Public Administration*, Atma Rama and Sons, New Delhi.
10. Medury Uma,(2010), *Public Administration in The Globalization Era – The New Public Management Perspective*, Orient Blackswan Pvt. Ltd., New Delhi.

Unit III : Administrative Theories and Management Thought

1. George Fredrickson H.& Smith Kevin B., (2008), *The Public Administration Theory Primer- Essentials of Public Policy and Administration*, Rawat Publication, New Delhi.
2. Hooja Rakesh & Arora Ramesh, (2007), *Approaches, Concepts and Thinkers in Public Administration*, Rawat Publications, Jaipur, New Delhi.
3. Sapru R.K., (2006), *Administrative Theories and Management Thoughts*, Prentice- Hall of India Pvt. Ltd., New Delhi.
4. Dhameja Alka, (Edited- 2003), *Contemporary Debates in Public Administration*, Prentice Hall of India Pvt. Ltd., New Delhi.
5. Mathur Kuldeep, (2019), *Recasting Public Administration in India- Reform, Rhetoric and Neoliberalism*, Oxford University Press, New Delhi.
6. Prasad Ravindra, Prasad V.S., Satyanaryana P.& Pardhasaradhi Y., (Edited-2017) , *Administrative Thinkers*, Sterling Publishers Pvt. Ltd., New Delhi.
7. Chhabra T.N., (2002), *Principles and Practice of Management*, Dhanpat Rai & Company Pvt. Ltd., Delhi.
8. Bava Noorjahan, (Edited-2004), *Public Administration in the 21st Century*, (IIPA), Kanishka Publishers & Distributors, New Delhi.
9. Ramesh Arora (Edited-1979.), *Perspectives in Administrative Theory*, Associated Publishing House, New Delhi,
10. George Cludes , (1968),*Evolution of Management Thought*”, Prentice Hall, New York.

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Unit IV : Administration at Union, State and Local Level in India

1. Chakrabarty Bidyut & Chand Prakash, (2016), Indian Administration- Evolution and Practice, Sage Publication, New Delhi.
2. Avasthi & Avasthi, (2015), Indian Administration, Laxmi Narayan Agrawal , Agra.
3. Chakrabarty Bidyut (2007), Reinventing Public Administration- The Indian Experience, Orient Longman, New Delhi.
4. Rai B.C., (1994), Local Government- France, USA, USSR and India, Prakashan Kendra, Lucknow.
5. Singh Hoshiar, (2005), Indian Administration, Kitab Mahal, Allahabad.
6. Khera S.S., (1979), District Administration, National Public House, New Delhi.
7. Awasthi A., (1980), Central Administration, Tata McGraw Hill Publishing Company, New Delhi.
8. Bhambri, C.P., (1993), Public Administration- Theory and Practice, Jai Prakash & Company, Meerut.
9. Basu D.D., (1976), Introduction to the Constitution of India, Prentice Hall of India Pvt. Ltd., New Delhi.
10. Maheshwari S.R.(2019), Local Government in India, Laxmi Narayan Agrawal , Agra.

Unit V : Public Policy

1. Thomas R. Dye, (2004), Understanding Public Policy, Low Price Edition, Tenth Edition, Pearson Education, Delhi.
2. Dhameja Alka (Edited- 2003), Contemporary Debates in Public Administration, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Chakrabarty Bidyut & Bhattacharya Mohit, (2008), The Governance Discourse- A Reader, Oxford University Press, New Delhi.
4. Chakrabarty Rajesh & Sanyal Kaushiki, (2017), Public Policy in India, Oxford University Press, New Delhi.
5. Harold Lass Well- (1971) Preview of Policy Science, Elsevier, New York.
6. Learner D. and Lasswell H. – (1951) The Policy Science, Standord CA: Standford University Press
7. Harold Steign ,(1977), Public Administration and Public Policy, Lexington.
8. Sapru R.K., (2010), Public Policy- Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd., New Delhi.
9. Dror Y., (1968), Public Policy Making, Chandler, USA.
10. Tiwari Ramesh Kumar & Mehta Aasha Kapur (Edited- 2012), Public Policy and Administration- Formulation, Implementation and Evaluation, (IIPA), Gyan Publication, New Delhi.
11. Menon Vineetha, (2014), Public Policy and Administration, Wisdom Press, New Delhi.

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