

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,

CHHATRAPATI SAMBHAJINAGAR

Faculty of Social Sciences

PUBLIC ADMINISTRATION

SYLLABUS

Ph.D. (PET)

Entrance Examination

July-2024



Ph.D Syllabus

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Section - A

Research Methodology in Public Administration

- Unit - I: Research in Social Sciences
- Unit - II: Objectivity
- Unit - III: Research Design
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Section - B

Public Administration

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Section – A
Research Methodology in Public Administration

Unit - I: Research in Social Sciences

- a) Meaning, Nature and Characteristics of Social Science, Difference Between Natural Sciences and Social Sciences.
- b) Social Research: Meaning, Objectives, Assumptions, Types and Utility, Qualities of a Good Researcher.
- c) Various Steps in Scientific Methods & Limitations of Scientific Method.
- d) Public Administration as a Science. Importance of Research in Public Administration, Scope of Research in Public Administration

Unit - II: Objectivity

- a) Difficulties in Achieving Objectivity in Social Research, Means of Increasing Objectivity in Social Research.
- b) Hypothesis: Meaning and Nature of Hypothesis, Characteristics of a Good Hypothesis, Formulation of Hypothesis.
- c) Types of Hypotheses, Verification and Testing of Hypothesis, Utility of Hypotheses.

Unit - III: Research Design

- a) Meaning and Need for Research Design.
- b) Sampling Design - Basis of Sampling, Types, how to Select Sample, Advantages and Disadvantages of Sampling Method
- c) Scientific Samplings Methods

Unit - IV: Methods of Social Research

- a) **Experimental Method:** Types of Experiments, Planning and Experiment, Merits and Demerits of this Method.
- b) **Statistical Method:** Significance of this Method in Social Research, Process of Statistical Research, Limitations of this Method.
- c) **Case Study Method:** Definition, Assumptions, Importance of this Method, its Relation with Statistical Method, Limitations of this Method.
- d) **Survey Method:** Difference Between Social Research and Social Survey, Social Planning of Survey, Objectives of a Survey, Merits and Demerits of this Method.

Unit – V: Data Analysis and Tools

- a) **Methods of Collecting Data:** Interview Method, Observation, Questionnaire and Schedule.
- b) **Processing of Data:** Editing, Classification and Tabulation, Mean, Mode, Median, Content Analysis, Report writing: Analysis & Postulates.
- c) **Use of Computers in Social Science Research:** SPSS; Cross Tabulation and Chi-square test, T-Test etc, Plagiarism, Citation patterns, Ethics in Research and Bibliography.
- d) Use of advanced tools and Research in Public Administration.



Section - B

Unit – I: Introduction to Public Administration: Public Administration- Meaning, Nature, Scope & Significance; Evolution and Present Status of the Discipline; Politics- Administration Dichotomy; Globalization and Public Administration.

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 and Supervision; Decision-making and Communication.

Meaning, Nature and Scope of Personnel Administration: Classification, Recruitment, Training, Promotion, Compensation and service conditions, Discipline, Civil Service Neutrality, Anonymity and Commitment, Professional Associations and Unionism.

Unit - II: Administrative Thoughts & Thinkers: Approaches to the study of Public Administration: Oriental – Kautilya; Classical – F W Taylor, Henri Fayol, Woodrow Wilson Max Weber, Luther Gulick and Lyndall Urwick ; Human Relations - Elton Mayo, Mary Parker Follett; Behaviouralism – Chester Barnard, Herbert Simon; Ecological Thought- F.W.Riggs; Motivation – Abraham Maslow, Fredrick Herzberg, Douglas McGregor; Organizational Humanism – Chris Argyris, Rensis Likert; Writers on Administration: Dwight Waldo, Peter Drucker.

Unit - III: Indian Administration: Evolution - Ancient, Medieval, British & Post Independence Periods; Constitutional Framework: Parliamentary and Federal Features. Union Government: President; Prime Minister & 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.

Civil Services: Classification – All India Services, Central Services and State Services; Recruitment Agencies – Union Public Service Commission, State Public Service Commissions and other Commissions and Boards: Capacity Building of Civil Servants. Planning: Planning Commission, National Development Council, NITI Aayog, State Planning Commissions / Boards and Planning Departments.

Judiciary: Indian Constitution and Independence of Judiciary: Supreme Court; High Courts; Judicial Review, Judicial Activism and Public Interest Litigation.

Unit - IV: State & Local Administration: Formation & Reorganization of Maharashtra State, Constitutional Framework of State Administration – State Legislature; Governor – Role and Functions; Chief Minister – Powers and Functions; Council of Ministers; Role and Functions of Chief Secretary; State Secretariat ; Directorates and Commissionerate; District Administration – Concept and Evolution, District Collector - Power, Functions and Changing role; Autonomous District Councils - Structure, Powers and Functions, District Rural Development Agency; Evolution of Local Governance in India.

Local Governance: 73rd & 74th Constitutional Amendment Acts: - Gram Sabha,



Gram Panchayats, Panchayat Samitis and Zila Parishads, Personnel administration at local level.

Urban Governance - Structure, Composition, Functions of Municipal Corporations, Municipal Councils, Nagar Panchayats and Metropolitan Governance.

Special reference to Local Self Government in Maharashtra.

Unit-V: Comparative and Development Administration: Comparative Public Administration: Meaning, Nature, Scope and Significance of Comparative Public Administration. Approaches and Methods to the study of Comparative Administration: Institutional, Behavioural, Structural-Functional, Ecological and Systems Approaches. Problems of Comparative Research; Comparative Studies—Salient Features of the administrative systems of UK, USA, France, China and Japan.

Development Administration: Development and its Dimensions. Development and Modernization; Approaches to Development - Sustainable Development and Anti-Development; Sustainable Development Goals (SDGs).

Development Administration: Concept, Nature, Scope, Objectives, Features and Significance; Ecology of Development Administration, Role of Bureaucracy in Development. Globalization and Development Administration; Emergence of Non-State actors in Development Administration; Public-Private Partnerships; Corporate Social Responsibility, Human Development Indicators and Social Audit.

Unit - VI: Economic and Financial Administration: Economic Policies - Mixed Economy to Liberalization, Privatization and Globalization (LPG); New Economic Policy (NEP); Industrial Policy since Independence; Government in Business - Public Enterprises-Concept, Growth and Forms of Public Enterprises, Agriculture Administration in India.

Financial Administration: Public Finance – Revenue and Expenditure: Nature, Scope and Significance of Financial Administration; Budget – Meaning, Purpose and Significance; Budgetary Process – preparation, enactment and execution; Types of Budget – PPBS, Performance Budget, Zero-Based Budget and Gender Budget; Fiscal Responsibility and Budget Management Act (FRBMA) and Sunset legislation. Fiscal Federalism – Union-State Financial Relations, Finance Commission. Financial Control-Legislature and Executive; Parliamentary Committees and Comptroller and Auditor General of India, Taxation policies.

Unit - VII: Social Welfare Administration: Meaning and Nature of Social Welfare, Social Justice and Social Change; Concept of Equity and Inclusiveness in Social Justice; Concept of Affirmative action-Reservations; Institutional arrangement for Social Welfare & Social Justice Administration; NGOs, Civil Societies and Voluntary Agencies; Disaster Management; Policies, Programs and Institutional Framework for the Protection and Welfare of SCs/ STs / OBCs/ Women/ Children, Aged, Differently-abled (Divyang) and Minorities Commissions –Women, SC/ST, Minority- Role and Functions, Health Administration in India.

Unit - VIII: Public Policy: Meaning, Nature, Scope and Importance of Public Policy; Evolution of Public Policy and Policy Sciences; Types of Public Policy; Public Policy and Public Administration. Approaches to Public Policy

Theories and Models of Policy Making; Institutions of Policy Making - Legislature, Executive and Judiciary. Types of Policy Analysis - Empirical, Normative, Retrospective and Prospective, Prescriptive and Descriptive. Policy Implementation, Outcomes and Evaluation.

Unit - IX: Governance and Good Governance: Elements and Forms of Good Governance; Theories and Concepts of Governance – World Bank and UNDP; State, Market and Civil Society, Public Choice Theory, New Public Management, Public Value Management, New Public Governance; Paradigm shift from Government to Governance. Networking and Collaborative Governance, Business Process Re-engineering, ICT and Governance – e-Government and e-Governance, e-Readiness and Digital Divide. Accountability, Openness and Transparency; Gender and Governance. Citizen and Governance: Civil Society – Role and Limitations, Citizen Participation, Right to Information – RTI Act, Citizen Charter – Concept, Objectives and Significance. Ethics and Public Accountability in Governance: Rule of Law and Administrative Law, Delegated Legislation and Administrative Adjudication.

Unit - X: Post Modernism & Administrative Reforms: New Public Administration and Minnowbrook Perspective; Meaning, Nature & Scope of Post Modernism; Postmodernism and the Social Sciences; Postmodernism & Public Administration; Postmodernism & Indian Public Administration
Meaning, Nature of Administrative Reforms; Administrative Reforms and Governance Innovations in India in Historical Perspective; First Administrative Reforms Commission Second Reforms Commissions; Civil Service Reforms; New Public Service; Judicial Reforms: Electoral Reforms; Police Administration and Reforms; Impediments to Reforms; Socio-Cultural, Political, Economic, Bureaucratic, Legal and Constitutional.

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