

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY,
NANDED**

SYLLABUS FOR PET (Ph.D. Entrance Test)

SUBJECT: PUBLIC ADMINISTRATION

Section -B

1) Public Administration :

- A) Meaning, Nature & Scope
- B) Public and private Administration
- C) Principles of Organisation – Hierarchy, Span of control, unity of command, coordination
- D) Chief Executive – Types and Functions.
- E) Public Relations – Agencies and Importance

2) Recent Trends in Public Administration :

- A) Good Governance
- B) E-Administration
- C) Citizen's Charter
- D) Right to Information
- E) Corporate Administration
- F) Environment Administration
- G) Administrative Culture

3) Indian Administration :

- A) Salient Features of Indian Administration
- B) Fundamental Rights & Duties
- C) Directive Principles of State Policy

4) Union Government & Administration

- A) Executive – president, vice president, prime minister, council of ministers
- B) Legislative – Rajya sabha, Lok sabha
- C) Judiciary – Supreme Court
- D) Prime Minister's Office & Cabinet Secretariat
- E) Union Public Service Commission, Election Commission, National Human Rights Commission, Ministry of Home Affairs

5) Maharashtra Government and Administration

Salient features of Maharashtra Administration, Governor, Chief Minister, Council of Minister, Vidhan Sabha, Vidhan Parishad, High Court, Lok Nyalaya, M.G. Tanta Mukti Samiti, Maharashtra Public Service Commission, Lok Ayukta, Vaidhanik Vikas Mandal.

6) **District Administration**

- A) District Collector, Sub Divisional Officer, Tahashildar, Circle Inspector, Talathi
- B) District Suprintendant of Police, Dy. S.P., Police Inspector, Police Patil
- C) District Planning Committee

7) **Rural & urban Administration**

- A) Composition and Functions of i) Zilla Parishad ii) Panchayat Samiti iii) Gram Panchayat
- B) Composition and functions of i) Municipal Corporation ii) Municipal Council
- C) Problems of Rural & Urban Administration
 - i) Official – non Official Relations
 - ii) Slums
 - iii) Finance

8) **Personnel & Financial Administration**

- A) Civil Service – features & Functions
- B) Recruitment, Training, Promotion and Retirement
- C) Stress Management and Motivation
- D) Problems of Personnel – Corruption and Morale
- E) Financial Administration – Budget, Process of Budget, Account and Audit, Ministry of Finance, Finance Commission and C & AG

9) **Office Administration**

- A) Importance, Functions and Elements
- B) Office System & Procedure
- C) Office Networking and Data Processing
- D) Office Communication

10) **Administrative Thinkers**

F.W. Taylor, Henri Fayol, Max Weber, M.P. Follett, Herbert Simon, C.I. Barnard, Yehez Kel Dror.

1) **Modern Public Administration**

- A) Meaning, Nature, Scope & Importance
- B) Role of Public Administration in Developing Society
- C) New Public Administration

- 2) **Comparative Public Administration**
A) Meaning, Nature, Scope & Importance
B) Scientific Approach
C) Ecological Approach
D) Behavioral Approach
- 3) **Social Welfare Administration**
A) Social Justice
B) Social Change
C) Health & Education Policy
- 4) **Research Methodology**
A) Social Research : Objectives
B) Objectivity : Meaning & Difficulties in Approaches of Objectivity
C) Formulation of Problem
D) Hypothesis : Types of Hypothesis
E) Research Design : Types of Research Design
F) Data Collection : Sources
- 5) **Administrative Thinkers :**
Woodrow Wilson, Abraham Maslow, F.W. Riggs, Frederick Herzberg, Chris Argyris
- 6) **Rural Development Administration**
A) Nature & Scope
B) Approaches to Rural Development
 i) Community Development
 ii) Integrated Rural Development
 iii) Area Development
D) Role of Panchayati Raj Institutions in Rural Development
- 7) **Disaster Management**
A) Meaning , Scope & Importance
B) Organisational Structure for Disaster Management
 i) National Level
 ii) State Level
 iii) District Level
C) Challenges of Disaster Management
- 8) **International Administration**
A) Evolution, Nature & Scope
B) U.N.O. : Formation & Objectives

- C) Structure and Functions
 - i) General Assembly
 - ii) Security Council
 - iii) Economic & Social Council
 - iv) International Court of Justice
 - v) Secretary General – Powers & Functions.

9) **Management Science :**

- A) Nature & Scope
- B) Planning- Meaning & Types
- C) Moral – Factors Determining the employees moral
- D) Decision Making – Stages
- E) Delegation : Need & Importance

10) **Public Policy & Economic Administration**

- A) Nature, Objectives & Stages in Public Policy Process
- B) Role of Political Executives & Bureacracy
- C) Public Policy Process in India
- D) Nature & Scope of Economic Administration
- E) New Economic Policy
 - i) Liberalisation
 - ii) Globalisation
 - iii)Privatisation