

P.G. Entrance Syllabus of Public Administration 2023
(University of Kashmir, Srinagar)

Unit 1: Introduction

- 1) Public Administration: Nature and Evolution
- 2) Significance of Public Administration
- 3) Public Administration Vs Private Administration
- 4) Relationship of Public Administration with other Social Sciences.

Unit II: Theories of Public Administration: I

- 1) Classical Theory: Henry Fayol
- 2) Scientific Management Theory: F. W. Taylor
- 3) Human Relations Approach: Elton Mayo
- 4) Bureaucratic Theory: Max Webber

Unit III: Theories of Public Administration: II

- 1) Decision Making Approach: Herbert Simon
- 2) Ecological Approach: Fred Riggs
- 3) Systems Approach: Chester Bernard
- 4) Communication Approach: Karl Deutsch

Unit IV: Concepts in Organisation

- 1) Formal and Informal Organisation
- 2) Division of work and Coordination
- 3) Hierarchy, Span of Control and Authority and Responsibility
- 4) Unity of Command, Centralisation and Decentralisation

Unit V: Bureaucracy

- 1) Meaning of Bureaucracy
- 2) Bureaucratic Theory: Max Weber
- 3) Neutral Vs Committed Bureaucracy
- 4) Issues in Bureaucracy

Unit VI: Development Administration

- 1) Meaning and Nature of Development Administration
- 2) Meaning and Nature of Comparative Public Administration
- 3) New Public Administration
- 4) New Public Management


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Unit VII: Accountability and Control

- 1) Concepts of Accountability and Control
- 2) Legislative, Executive and Judicial Control
- 3) Role of Civil Society and People's Participation
- 4) National Information Commission and Right to Information Act (RTI)

Unit VIII: Personnel Administration

- 1) Recruitment
- 2) Training
- 3) Promotion
- 4) Administrative Ethics and Morale

Unit IX: Administrative Systems

- 1) Administrative System of USA
- 2) Administrative System of Britain
- 3) Administrative System of France
- 4) Administrative System of China

Unit X: Administrative System in India

- 1) Constitutional Context of Indian Administration
- 2) The President: Power and Function
- 3) The Prime Minister: Power and Function
- 4) Comptroller and Auditor General of India

Unit XI: State Administration in India

- 1) Governor: Power and Function
- 2) Chief Minister: Power and Function
- 3) State Council of Ministers
- 4) State legislature: Working and Importance

Unit XII: Local-Self Government in India

- 1) Evolution of Panchayati Raj
- 2) Features of 73rd Amendment Act of 1992
- 3) Features of 74th Amendment Act of 1992
- 4) Role of Women in local-self bodies


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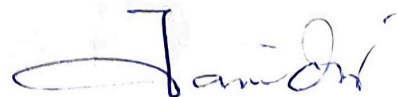
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Unit XIII: Constitutional and Non-Constitutional Bodies

- 1) Election Commission of India: Composition, Powers and Functions
- 2) Union Public Service Commission: Powers and Functions
- 3) NITI Ayog: Composition, Objective and Role
- 4) Ombudsman: Lokpal and Lokayukta

Unit XIV: Financial Administration

- 1) Budget: Concept and Forms
- 2) Formulation of Budget
- 3) Enactment of Budget
- 4) Execution of Budget and Deficit Financing

Unit XV: Contemporary Issues and Challenges of Public Administration

- 1) Paradigm Shift from Government to Governance
- 2) Paradigm Shift from New Public Management to New Public Service
- 3) ICT and Governance
- 4) Globalisation and Public Administration



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