

**PUBLIC ADMINISTRATION  
Entrance Syllabus -2025**

**UNIT 1: INTRODUCTION TO PUBLIC ADMINISTRATION**

1. Understanding Public Administration
2. New Public Management
3. Principles of Organization (POSDCORN Model)
4. Conceptual understanding of Hierarchy, Span of Control and Unity of Command.
5. Public versus Private administration: Comparison

**UNIT 2: ADMINISTRATIVE THINKERS**

1. Woodrow Wilson: Administration- Politics Dichotomy
2. F.W Taylor: Scientific Management Theory
3. Henry Fayol: Classical Organizational Theory
4. Max Weber: Bureaucratic Theory
5. Elton Mayo; Human Relation School

**UNIT 3: DEVELOPMENT ADMINISTRATION**

1. Meaning, nature and scope of Development Administration
2. Characteristic of Administration in Developing and Developed Countries.
3. Peoples Participation in Administration.
4. Bureaucracy and Development Administration.
5. Public Administration as Administration for Development.

**UNIT 4: COMPARATIVE PUBLIC ADMINISTRATION**

1. Comparative Public Administration: Nature and Scope
2. Fred Riggs: Ecological Approach
3. Comparative Study of Administrative systems in US and UK.
4. Citizen Grievances Redressal mechanism in US, UK and India.
5. Governance Issues of Developing countries: a) Corruption b) Red-tapism

**UNIT 5: INSTITUTIONS OF GOVERNANCE IN INDIA**

1. Niti Ayog
2. Inter State Council
3. District Development Board
4. Central Social Welfare Board (CSWB)
5. State Social Welfare Board (SSWB)

**UNIT 6: GOVERNANCE AND PUBLIC POLICY**

1. Governance: Concepts and Theories
2. Democratic Governance: Issues and Challenges
3. Constitutional Safeguards for weaker section and implementation thereof
4. Judicial Governance: Role of Judiciary in Good Governance
5. Citizen Administration Interface: Challenges

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## **UNIT 7: MODERN ADMINISTRATIVE SYSTEMS (USA, UK, INDIA)**

1. US Constitution features.
2. US Executive: President.
3. Rule of Law and Constitutionalism in UK.
4. British Civil Service
5. Indian Civil Service

## **UNIT 8: PANCHAYATI RAJ IN INDIA**

1. Historical Evolution of Panchayati Raj Institutions
2. 73<sup>rd</sup> Amendment Act of 1992.
3. Role of Panchayati Raj Institutions in Independent India.
4. Financial Management and Resource Mobility in PRI.
5. Panchayati Raj Institutions: Innovation and Best Practices in Kerala and Rajasthan.

## **UNIT 9: COMPARATIVE PUBLIC ADMINISTRATION: GLOBAL PERSPECTIVES**

1. Evolution of Comparative Public Administration.
2. Public Administration systems: Bureaucratic, Meritocratic, Patrimonial.
3. Governance Models: Federal, Unitary, Confederal and Decentralized systems.
4. Development Administration model: F.W Riggs and Edward Weidner.
5. Structural-Functional model by Talcott Parson.

## **UNIT 10: URBAN GOVERNANCE AND SMART CITIES**

1. Evolution of Urban Governance
2. 74<sup>th</sup> Amendment Act of 1992
3. Components of a Smart City (Technology, Infrastructure, Services)
4. Benefits and Challenges of Smart Cities.
5. Green Technology in Smart Cities.

## **UNIT 11: SOCIAL WELFARE ADMINISTRATION**

1. Understanding Social Welfare: Concepts and Importance
2. Historical Perspective on Social Welfare Administration
3. The role of Government and Non-Governmental Organizations in Social Welfare.
4. Social Welfare Systems: Structure and Functions
5. Access to Social Welfare: Challenges and Solutions

## **Unit 12: POLICY PERSPECTIVE AND SOCIAL WELFARE IN INDIA**

1. Concept of Millennium Development Goals (MDG)
2. Concept of Sustainable Development Goals (SDG)
3. Social Welfare Program: NATIONAL HEALTH MISSION, AYUSHMAN BHARAT
4. Social Welfare Program: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE ACT(MGNREGA)
5. Social Welfare Program: National Food Security Act

### **UNIT 13: HUMAN RESOURCE MANAGEMENT (HRM) IN PUBLIC ORGANISATIONS**

1. Overview of HRM and its importance in Public Organizations.
2. Methods and best practices for recruiting and selecting employees in the public sector.
3. Challenges of attracting talent to public organizations.
4. The Role of HRM in fostering Organizational development and adaptability.
5. Performance Appraisal systems in the Public Sector.

### **UNIT 14: E-GOVERNANCE AND DEVELOPING SOCIETIES**

1. Definition and Scope of E-Governance.
2. Pillars and key Components of E-Governance (E- Administration, E-Service, E-Democracy)
3. E-governance model: Government to Employee (G2E)
4. Privacy Concerns in Digital Governance.
5. Anti -Corruption measures and Digital Tracking.

### **UNIT 15: INDIAN ADMINISTRATION-FUNCTIONARIES**

1. President: Power and Functions
2. Cabinet
3. Council of Ministers
4. Governor: Power and Functions
5. Chief Minister: Power and Functions

