

Pub. Admin.

Annexure-I

Syllabus for Entrance Test for Academic session 2023-24 for M.A. Public Administration

(I) ELEMENTS OF PUBLIC ADMINISTRATION

Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration.

Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Coordination, Supervision, Communication, Decentralization and Delegation.

Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, and Significance.

Theories of Organization: Scientific Management Theory (F.W.Taylor) and Bureaucratic Theory (Max Weber).

Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.

(II) INDIAN ADMINISTRATION

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.

Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.

State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board. Divisional Commissioner: Powers, Functions and Position.

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District Administration: Evolution, Features and Functions. Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

Accountability in Public Administration; Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.

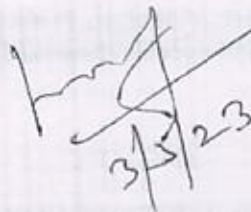
(III) LOCAL ADMINISTRATION: RURAL / URBAN

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees their Meaning, Features, Role and Significance.

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

State Finance Commission. State Election Commission. Urban-Rural Relationship and Problems. Local Leadership.


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