

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD**

Faculty of Social Sciences

PUBLIC ADMINISTRATION

SYLLABUS

Ph.D.

Entrance Examination

April – 2016

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Section - A

Research Methodology

Section - B

Unit I - Modern Administrative Theory

Unit II- Office Management

Unit III- Recent Issues in Indian Administration

Unit IV- Local Self Government in India

Unit V- Management Science, Administrative and Management Thinkers

Section – A**Research Methodology**

- Unit I. Research in Social Sciences - The meaning, nature and characteristics of Science, Difference between Natural Sciences and Social Sciences. Social Research- Meaning, objectives, assumptions, types and utility, Qualities of a good Researcher, Public Administration as a Science. Importance of research in Public Administration.
- Unit II. Scientific Method - Meaning, characteristics and various steps in scientific methods, value and use of scientific method in social sciences, limitations of scientific method.
- Unit III. Objectivity - Difficulties in achieving objectivity in social research, means of increasing objectivity in social research. Hypothesis: Meaning and nature of hypothesis, characteristics of a good hypothesis, formulation of hypothesis, types of hypothesis, verification and testing of hypothesis, utility of hypothesis.
- Unit IV. Research Design - Meaning and need for research design in research. Sampling Design :- Basis of sampling, types, how to select sample, Advantages and disadvantages of sampling method
- Unit V. Methods of Social Research -
- i) Experimental Method-Types of experiments, planning and experiment, merits and demerits of this method.
 - ii) Statistical method-Significance of this method in social research process of statistical research, limitations of this method.
 - iii) Case Study Method-Definition, assumptions, importance of this method, its relation with statistical method, limitations of this method.
 - iv) Survey Method- Difference between social research and social survey, social planning of survey, objectives of a survey, merits and demerits of this method.
 - v) Interview Method: Observation- Questionnaire and Schedule:
 - vi) Processing of data- Editing, classification and tabulation. Mean, mode, median, content analysis Preparation of Research Report

Section - B**Unit I - Modern Administrative Theory**

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|---|---|
| 1. Introduction | - Meaning, Nature Scope & Significance of Public Administration,
- Evolution of Public Administration as a Discipline
- Role of Public Administration in Developing Society |
| 2. Scientific Management | - Meaning, Objectives, Principles, Impact, Drawbacks and Criticism |
| 3. Theories | - Classical, Bureaucratic, Human-Relations, Behavioral |
| 4. Approaches | - Developmental, Decision Making, Structural-Functional, System |
| 5. Recent Trends in Public Administration | - New Public Administration, Public Choice Approach, New Public Management, Good Governance-concept & applications, Public Administration & Information Technology |

Unit II- Office Management

1. Office & Office Management - Meaning & functions of Office & Office Management
- Role of Office Manager
2. Office Organization - Meaning & types of Office Organization, Hierarchy, Authority, Delegation, Decentralization, Departmentation
3. Office Accommodation & Environment - Location, Layout and Furniture Working Condition-Lightning, Ventilation, Security, Cleanliness
- Sanitation, Office Machines
4. Office Systems & Procedures - Planning of Office System
- Flow of Work
- Office Procedure
-Computerization of Office
- 5 . (a).Office Communication and Correspondence -The Process of Communication
- Internal and External Correspondence

(b). Office Forms - Design of Forms,
- Principles of Forms Designing

Unit III- Recent Issues in Indian Administration

1. Context of Indian Administration - Social, Political & Economic
2. New Economic Policy and Indian Administration
3. Impact of Information Technology on Indian Administration
4. New Devises in Administration - Right to Information,
- Citizens' Charter,
- Public Private Partnership etc.
5. Administrative Reforms in India - Various Reports & its Impact
- Reports of Administrative
Reforms Commission (I & II)

Unit IV- Local Self Government in India

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|---------------------------------------|---|---|
| 1. Local Self Government | - | Meaning, Features & Importance of Local Self Government |
| 2. Evolution of Local Self Government | - | Community Development Program |
| | - | Balwantrai Mehta Committee |
| | - | Provisions in 73 rd and 74 th Constitutional Amendments |
| 3. Composition, Powers & Functions | - | Gram Panchayat, Panchayat Samiti & Zilla Parishad |
| 4. Problems of Local Self Government | - | Finance, Personnel |
| | - | Officio- Non Officio Relation |
| 5. State Local Relations in India | - | Centre- State Relationship, State Control over Local Bodies, Urbanization |

Unit V –Management Science, Administrative & Management Thinkers**A. Management Science:**

- 1.Management Science - Meaning, Significance & Principles of Management Science
- 2.Approaches to Management Science - Behavioral, System, Classical
- 3.Management Leadership - Leadership Styles & Leadership Qualities
- 4.Management Functions -
 - Decision Making
 - Direction
 - Co-ordination
 - Planning
 - Delegation
 - Communication
 - Supervision
 - Motivation
- 5.Management Patterns - (MBO) Management by Objectives, (MBR) Management by Result, (MBE) Management by Exception, (TQM) Total Quality Management

B. Administrative & Management Thinkers:

1. Kautilya
 - Principles of Administration
 - Machinery of Administration
2. Charles Babbage
 - Division of Labor
 - Emphasis on Developing Scientific Approach to Management
3. Fredrick W. Taylor
 - Concept of Management
 - Principles of Scientific Management
4. Woodrow Wilson
 - Views on Administration
 - Comparative Administration
5. Max Weber
 - Concept of Authority
 - Concept of Bureaucracy
 - Ideal Model of Bureaucracy

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|-------------------|---|-------------------------------------|
| 6. Herbert Simon | - | Views on Traditional Administration |
| | - | Behavioral Approach, |
| 7. Fred Riggs | - | Ecological Approach, |
| | - | Prismatic Model |
| 8. Abraham Maslow | - | Hierarchy of Needs |