

*Syllabus for PG entrance examination*  
*Subject-public Administration*

1. Public Administration- Meaning, Nature, Scope and Importance, Distinction between Public and Private Administration, Principles of organizations, Growth of Public Administration as a discipline, Public Administration and other Social Sciences
2. Organization- Meaning and Importance, Theories (Mechanistic and Human-relations), Principles of Organization, Structures of Organization- Chief Executive, Line, Staff and Auxiliary agencies.
3. Constitution- Meaning and Importance, Types of Constitution, Constitutional Government, Legislature-Kinds and Functions, Executive- Kinds and Functions, Judiciary- Role and Functions.  
Government of UK-Features, Parliament, Crown and Prime Minister.  
Government of USA- Features, Congress and the President.  
Government of France- Features, Parliament, President and Prime Minister.
4. Constitution of India- Features, Preamble, fundamental rights and Duties, Directive principles of state policy, Parliament, President, Prime Minister. Council of ministers, the Supreme Court.
5. Personnel Administration- Civil Service- Meaning, Features and Functions, Recruitment, Training, Promotion, Morale, discipline and Retirement.
6. Civil Services in India- All India services, Central services and State Services, Union Public Service Commission, Central Secretariat, Cabinet Secretary. State Administration-State Secretariat, Chief Secretary, District Administration, Role, Powers and Functions of Deputy Commissioner.
7. Local self governments-Meaning, Nature, Scope and Importance, 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendments, Zilla Panchayath and Gram panchayath, City-Corporation and Town panchayath, Sources of Revenue.
8. Administrative Thinkers- Kautilya, Woodrow Wilson, F.W. Taylor, Max Weber and Luther Gullick.

9. Financial Administrations-Meaning, Nature, Scope and Importance, Sources of Public Revenue- Tax and Non- Tax Sources, Budget-Preparation, Enactment, and Implementation, Role and Functions of Public Accounts Committee, Estimate Committee and Public Undertaking Committee, Comptroller and Auditor General of India.

10. Administrative powers, Responsibilities and Control over Administration- Sources and Forms of Administrative powers, Rule of Law, Administrative Law, Delegated legislation, Administrative adjudication, Control over administration- Legislative, Executive and Judicial Control. Role of media and Civil Society.

### **Reference:**

1. Public Administration- Principles and Practices- A.R. Tyagi.
2. Public Administration- Theory and Practice- M.P. Sharma.
3. Principles of Public Administration- Avasthi and Maheshwari.
4. Elements of Public Administration-BL Fadia&KuldeepFadia.
5. New Horizon of Public Administration-Mohith Bhattacharya.
6. Modern Constitution- Herman Finer.
7. Theory and Practice of Modern Governments- M. G. Gupta.
8. Select Modern Governments- V.D. Mahajan.
9. Indian Governments and Politics- - J.C. Johari.
10. Indian Constitutions- M.E. Pylee.
11. Indian Administration- S.R. Maheshwari.
12. Indian Administration- Hoshiar Singh.
13. Indian Administration-VishnooBushman&VidyaBhagavan.
14. Indian Administration- Avasti&Avasti
15. Local Self Governments in India- S.R. Maheshwari.
16. Local Governments- B.C. Roy.
17. Administrative Thinkers- D. Ravindra Prasad and Shivaling Prasad.
18. Eminent Administrative Thinkers- Shun Nisa Ali.
19. Public Administration- C.P. Bhambhri.
20. Public Finance- H. Dalton.
21. Financial Administration in India- G.C. Lal.
22. Public Finance- B P Tyagi.
23. Financial Administration-M.K. Sharma, Martin Brown, Helen Moore.
24. Financial Administration and Management- RaimannPattanayak&V Kaushik,
25. Administrative Law- U P D Kesari.

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