

ANDHRA PRADESH

RECRUITMENT OF ASSISTANT PROFESSORS IN THE UNIVERSITY SYLLABUS FOR THE SCREENING TEST

PUBLIC ADMINISTRATION

SUBJECT CODE – 56

1. Theory of Public Administration

- **Public Administration:** Meaning, Nature and Scope- Evolution of Public Administration - Public and Private Administration, New Public Administration, New Public Management- Approaches to the study of Public Administration – Good governance: Concept and Application.
- **Administrative Thinkers:** Kautilya, Woodrow Wilson (Politics and Administration Dichotomy) Luther Gullick and Lyndall Urwick (Principles of Public administration), Max Weber (Bureaucratic theory) F. W. Taylor (Scientific Management Theory), Henri Fayol (Principles of Organization), M. P. Follet (Dynamic Administration), Elton Mayo (Human Relations Theory), C.I. Barnard (Functions of the Executive), Herbert A Simon (Decision Making theory) - Motivation theories: McGregor, Abraham Maslow, Herzberg - Chris Argyris (Organizational Structure), Fred Riggs (Development Administration) and Y. Dror (Public Policy).
- **Theories of Organization:** Behavioral theory-System theory-Contingency theory - Public Choice Theory- Structural and functional theory.
- **Organization:** Meaning, nature and scope of organization - Types of organization: Formal and Informal – Bases of Organization - Principles of Organization: Hierarchy, Span of Control, Unity of Command, Delegation, Centralization, Decentralization and Coordination- Line, Staff and Auxiliary Agencies- Structure of Organization: (Departments, Public Corporations and Independent Regulatory Commissions) – Organizational Change and Development-Organizational Behaviour and Control – Organization and Society Leadership and Communication.

2. Comparative Public Administration

- Comparative Public Administration – Meaning, Nature and Scope – Comparative Administrative Group (Ferrel Heady) - Ecology and Public Administration – Political Environment and Public Administration
- Theories and Models of Comparative Public Administration – Contributions of Fred Riggs - Montgomery Van Wart.
- A Comparative Study of the Administration, Institutions and Processes in U.K., U.S.A., and India.
- Various Control Mechanisms over Administration in U.K. U.S.A. and India.
- Citizen and Administration – Machinery for redressal of citizen's grievances in U.K., U.S.A. and India.

3. Development Administration

- Development Administration – Meaning, Nature and Scope, Concept of Development Administration; Development Administration and Traditional Administration;
Characteristics of Administration in Developed and Developing Countries – Contribution of Dwight Waldo and Edward Widener
- International Context on Development Administration: Socio Economic, Political and Environment
- Planning – Projects and Plan Formulation, Plan Implementation and Evaluation.
- Bureaucracy and Development Administration – Role of Bureaucracy in Plan Formulation and its Implementation.
- Development Administration – Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists, Journalists and Non-Governmental Organizations- People's Participation in Development.
- International Aid and Technical Assistance programs – IMF, IBRD, WTO, ADB, UNDP and New Development Bank.

4. Indian Administration

- **Evolution of Indian Administration:** Ancient, Medieval and British period – Constitutional Framework: Parliamentary and Federal features - Administrative Legacies at the time of Independence

- **Union Government:** President – Prime Minister and Council of Ministers– Cabinet Committees- Central Secretariat, Cabinet Secretariat and P.M.O - Judiciary
- **State Government:** Governor- Chief Minister and Council of Ministers – Chief Secretariat - Chief Secretary - Departments and Directorates.
- **Personnel Administration:** Position Classification – Recruitment- Recruitment Agencies – U.P.S.C. and State Public Service Commissions – Training – Promotion- Discipline- Morale – Trade Union and Collective Bargaining - Employer and Employee Relations – Administrative Ethics- Code of Conduct - Grievances Redressal mechanism – Central Pay Commission.
- **Financial Administration:** Evolution of Financial Administration- Budgetary Process:
Preparation- Enactment and Execution of Budget- Types of Budget: PPBS, ZBB, Performance Budget and General Budget – Ministry of Finance – Fiscal Federalism- Monetary and Fiscal Policy - Audit and Accounts - Comptroller and Auditor General of India – Principles of taxation – Tax administration in India – Public Debt Management – Local Finances.
- **Planning in India:** Five Year Plans: Formulation of Plans, NITI Aayog, National Development Council - Plan Implementation.- Decentralized Planning for Economic Development and Social Justice
- **Centre State Relations:** Legislative, Administrative and Financial - Finance Commission.
- **Control over Administration:** Legislative, Executive and Judicial Control - Transparency, Accountability and Administrative Responsiveness.
- **District Administration:** Organization of District Administration – Changing Role of District Collector in Development - Local Government: 73rd and 74th Constitutional Amendment Act, 1992 - Panchayati Raj Institutions and their Role in Development. □
Citizen and Administration: Citizen Charter – Lokpal – Lokayukta –E-Governance □ Administrative Reforms in India since Independence.
- **Issues in Indian Administration:** Conflict between Political and Permanent executives –
Generalist and Specialist Controversy – Corruption and Administration – Disaster Management –Human Rights Issues – Consumer Protection Act –Right to Information Act.

5. Research Methodology

- Research –Types and methods of Research – Social Science Research, Identification of Problem and Preparation of Research Design.
- Hypothesis – Formulation of Hypothesis.
- Sampling – Types of Sampling Procedures.
- Tools of Data Collection – Questionnaire, Interview, Content Analysis.
- Processing of Data
- Measures of Central Tendency - Mean, Mode and Median.
- Report Writing.

6. Social and Economic Administration

- Meaning, Nature and Scope of Social Welfare and Social Justice.
- Central Social Welfare Board and State Social Welfare Boards. Major Social Sectors Health and Education
- Industrial Policy Resolutions and Growth of Public Sector in India
- Public Sector - Features, Problems of Management, Accountability and Autonomy.
- New Economic Policy - Liberalization, Privatization and Globalization.

7. Local Governments

- Rural and Urban - Meaning, Nature and Scope of Local Governments
- Functions and Role of Local Governments in India
- State and Local Relations in India
- Impact of 73d and 74" Constitutional Amendment Act in India
- Major Features and Structure of Local Government in U.K., U.S.A., France and India.