

**SYLLABUS FOR ENTRANCE TEST FOR M.PHIL,Pre-PH.D. & URS**

**Administrative Theory and Thought: 025**

- Evolution of Public Administration- Meaning, Nature, Scope and Significance; Public and Private Administration; Public Administration- Science or an Art, , New Public Administration.
- Organization-Bases & Principles, Formal and Informal, Classical and Neo-Classical Theory; Contribution of Henri Fayol, Luthur Gulick and M.P. Follet.
- Scientific Management and Human Relations Theories-contribution of F.W. Taylor and Elton Mayo respectively. Bureaucratic Theory of Max Weber and Karl Marx.
- Decision-Making Theory of Herbert Simon. Theories of Motivation : Contribution of Abraham Maslow, Herzberg and McGregor.
- Control over Public Administration-Executive, Legislative and Judicial, Delegated Legislation, Administrative Adjudication. Citizen and Administration, Responsive Administration.

## Indian Administration: 025

- Evolution of Indian Administration, Features of Indian Administration; Federal and unitary aspects of Indian administration; Role of Administration in Socio-Economic development.
- Administration at Central Level.
  - i. Political Executive: Role of President and Prime Minister in the Emerging Scenario.
  - ii. Administrative machinery: Role of Cabinet Secretariat and Cabinet, Secretary-A Critical analysis; Central Secretariat, P.M. Office, Ministries of Finance, Home, External Affairs and Defence.
- Administration at State Level
  - i. Political Executive-Governor and Chief Minister-their roles.
  - ii. Administrative Machinery : State Secretariat and Role of Chief Secretary.
  - iii. Depts. of Education, Agriculture, Home, Labour and Employment in Haryana.
  - iv. Central-State Relations Problems and Prospects.
- Divisional Commissioner, Deputy Commissioner, D.D.P.O; District Police Administration, Administration of Food and Supply D.R.D.A. Democratic decentralization; Gandhian Concept of Panchayati Raj, Panchayati Raj institutions and their Role in Development, working of Urban Local Government, Town and Country Planning, HUDA.
- Issues in Indian Administration –
  - i. Administration Reforms in India.
  - ii. Generalists specialists controversy in Administration
  - iii. Ethics in Administration
  - iv. Redressal of Citizens Grievance-Lokpal and Lok Ayukta, Lok Adalat, District Consumer Forum.

## **Development Administration: 025**

- **Development:** Concept, Dimensions and Approaches, Development Administration: Concept, nature, scope and pre-requisites, Evolution of Development, Administration, Role of Development Administration in developing countries.
- **Administrative Development:** Concept, and its objectives. Distinction between Development Administration and Administration of Development; Institutional and Organisational arrangements for improving Administrative capability. Ecology of Administration; Interaction with political, socio-cultural and Economic System.
- **Bureaucracy and Development:** Influence of Social background on Development Administration, Representative Bureaucracy Neutral Versus Committed Bureaucracy, Role of Bureaucracy with special reference to policy formulation and Implementation, Relationship of Bureaucrats and Politicians.
- **Public Policy:** Formulation and Implementation, Development Planning, Planning process-Formulation, Implementation and Evaluation; :Planning Machinery at Centre, State and Local Levels. Programmes and Projects Formulation and Implementation.
- Citizens participation in Development Administration, Specialised Agencies for Development, Role of Voluntary Agencies in Development Administration, Public Relations and Development Administration, Sustainable Development.

**Research Methods: 025**

- Meaning and characteristic of Science and Scientific Method, Steps in “Scientific method, Meaning, nature and Objectives of Social Research, Types of Social Research, Objectivity in Social Research.
- Research Design-Meaning, types and its formulation Hypotheses-Meaning, importance, Sources and types, qualities of Workable hypothesis, Difficulties in the formulation of hypothesis.  
Sampling: Meaning, Merits and demerits, types and procedure of selecting a representative sample.
- Data Collection: sources of data collection; primary and secondary. Techniques of Data Collection Observation, Interview, Questionnaire and Schedule, Content Analysis.
- Processing and Analysis of data: Editing and Coding of Data; Classification and Tabulation of Data, Measures of Central tendency-Mean, Mode and Median; Mean Deviation and Standard Deviation, Co-relation.
- Testing of Hypothesis Basic concepts concerning testing of hypothesis, procedure for hypothesis testing. Chi-Square Test. Interpretation of data-Meaning, techniques and Precaution, Role of Computer in ‘Research, Report Writing.