

Syllabus for Common Entrance Test (2018): M.A. Public Administration

A. Subject Related 75 Questions all over the Syllabus:

(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; and New Public Management.

Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Coordination, Supervision and Control, 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, Means and Significance.

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.) and Bureaucratic (Max Weber).

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

Meaning and Significance of followings: I. Administrative Law. II. Delegated Legislation. III. Administrative Tribunal. IV. Public Policy.

(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.

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.

Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: 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.

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

(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 Committee 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.

25 Questions of general Awareness Covering following areas:

- Current Affairs (National/International)
- Major Social/Economic/Political News
- Who's Who/personalities
- Sports
- Books and Authors
- Awards and Honors
- Science – Inventions and Discoveries
- Popular Abbreviations
- Important Dates
- National/International Organizations