**DEPARTMENT OF PUBLIC ADMINISTRATION**

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(‘A+’ Grade NAAC Accredited)

**SCHEME OF EXAMINATION AND SYLLABUS FOR PH.D**

**(PUBLIC ADMINISTRATION)**

**ENTRANCE EXAMINATION 2019-20**

**The Entrance Test Paper will consists of objective type questions as per following scheme.**

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| **Paper** | **Marks** | **Number of questions** | **MCQ** | **Total duration** |
| **1** | **200** | **100** | **The syllabus of the Entrance Test shall consist of upto 20% of Research methodology and remaining shall be subject specific 80% (Public Administration.** | **02 hours without any break** |

**Note: For each correct response the candidate will get 2 marks. There shall be no negative marks for incorrect response. No marks will be given for unanswered questions.**

**Subject specific (Public Administration)**

Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration: Its Role in Developed and Developing Societies. New Public Administration; and New Public Management Perspective. Theories of Organisation: Concept of Organisation, Formal and Informal Organisation, Scientific Management Theory, Bureaucratic Theory, Public Choice Theory, and Human Relations Theory, Organisational Effectiveness. Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Centralization and Decentralization, Delegation, Supervision, Coordination.

Personnel System in India with reference to: Recruitment, Classification, Training, Promotion, Service Conditions and Conduct Rules. Budget: Concept of Budget, Budgetary Process – Formulation, Enactment and Execution, Performance Budgeting, Zero Based Budgeting. : Role of Comptroller & Auditor-General (CAG). Reserve Bank of India: Organisation and Functions. New Economic Policy – Liberalisation, Privatisation and Globalisation and their Impact on Indian Economy.

Meaning, Scope and Significance of Urban local Government. Major Features and Structure of Local Government in India. 73rd and 74th Constitutional amendment act-1992 in India.

Features of Indian Administration, Federation and Parliamentary Democracy. Political Executive at the Union Level: President; Prime Minister; and Council of Ministers. The Cabinet Secretariat and Central Secretariat. State and District Administration: Governor, Chief Minister and Council of Ministers. State Administration; State Secretariat and Chief Secretary, District Administration: District Collector, Powers, Functions and his Changing Role. Lok Pal & Lok Ayukt.

**RESEARCH METHODOLOGY**

Social Science Research: Meaning, Nature, Objectives and Types. Identifications of Research Problem. Hypotheses: (Meaning, Significance, types & sources) research Design, (Exploration Descriptive & Experiment). Selection of Universe & various Methods of Sampling.

Data Collection: Sources of Data (Primary & Secondary), Tools & Techniques of Data Collection, (Questionnaire, Interview Schedules, Observation and Projective Techniques).

Classification, Codification and Tabulation of Data. Analysis of Data: Statistical Method-Significance & Limitations, Measures of Central Tendency (Mean, Median, & Mode), Measure of Dispersion (Range, Quartile, Mean Deviation & Standard Deviation).

Statistical Methods: Meaning, Significance and Basic Techniques like Central tendencies and Measures of Dispersion, SPSS Based Statistical Analysis. Report Writing: Structure; Characteristics and precautions. Reference writing

#### Books Recommended:

1. Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
2. M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
3. Mohit Bhattacharya: Public Administration, Calcutta: World Press (2nd Ed.) 1991.
4. S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003
5. C.M. Jain, Public Personnel Administration, Jaipur, College book Depot, 2003
6. V.M.Sinha: Personnel Administration, (English & Hindi) Jaipur, RBSA Swai Man Singh Highway 1985.
7. P Ghosh,.: Personnel Administration, New Delhi, Sudha Publication 1975.
8. O. Glenn Stanl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Company, New Delhi 1977.
9. S.R.Maheshwari: The Higher Civil Services in France, New Delhi, Allied Publishers 1990.
10. F.W. Riggs: Administration in Developing Countries – The Theory of Prismatic Society, Houghton Miffen Co. Boston 1964.
11. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA
12. Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
13. B.L.Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.
14. R.N.Trivedi and O.P.Shukla: Research Methodology, Jaipur Research Publication (Hindi).
15. S.R.Bajpai: Methods of Social Survey & Research (Hindi & English), Kanpur, Kitab Mahal.
16. C.R.Kothari: Research Methodology- Methods & Techniques (2nd Ed.), New Delhi; Wiley Eastern Ltd. 17. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991.

18. A.S.Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.