

SYLLABUS FOR THE POST OF ASSISTANT PROFESSOR PUBLIC ADMINISTRATION IN HR. EDU DEPTT

1. UNDERSTANDING PUBLIC ADMINISTRATION

Public Administration: Meaning, Nature, Scope and Significance
Evolution of Public Administration : Stages
Public Administration and Private Administration
Public Administration and Globalisation

2. THEORETICAL PERSPECTIVES

Classical Theories

Scientific management (F.W. Taylor) ;Administrative Management (Gullick, Urwick and Fayol)
; Ideal-Rational type Bureaucracy (Max Weber)

Neo-Classical Theories

Human relations theory (Elton Mayo) ; Rational decision-making (Herbert Simon)

Contemporary Theories

Ecological approach (Fred Riggs) ; Innovation and Entrepreneurship & Management by Objectives (Peter Drucker) ; Hygiene Motivation Theory (Frederick Herzberg) ; Managerial Theories of 'X' & 'Y' (Douglas Mc Gregor)

3. CONTEXTUALIZING PUBLIC ADMINISTRATION IN THE NEO-LIBERAL ERA

Historical trajectory : New Public Management, New Public Service, Good Governance
Globalization and its impact on public administration
New governance paradigm : civil society / NGOs, network governance
Gendering public administration : feminist perspectives

4. INDIAN ADMINISTRATION : AN OVERVIEW

Tracing the origin of administration : Kautilya's Artha Sastra

Colonial era administration

Administrative systems in the post colonial India : Union , State and Local Administration

Administrative accountability through Legislation & Regulation : Executive, Legislature & Judiciary

5. PERSONNEL ADMINISTRATION

Public Personnel Administration: Concept, Scope, Significance and Objectives

Problems of Public Personnel Administration

Performance management

Ethics and Integrity

6. DECENTRALISATION AND LOCAL SELF GOVERNANCE

Concept of Democratic Decentralization

Classifying Administration: Rural and Urban

PRIs and implementation of Public Policies

73rd & 74th Constitutional Amendment Act

7. PUBLIC POLICY

Meaning, Significance & Models of Public Policy

Policy Formulation, Implementation & Policy Evaluation,

Case-study – Mahatma Gandhi National Rural Employment Guarantee Act [MGNREGA],

National Health Mission [NHM] & National Food Security Act [NFSA]

8. TECHNOLOGY AND PUBLIC ADMINISTRATION IN INDIA

E-Governance: Concept , models & Significance

The Journey of E-Governance in India

Digital Divide

Case-Study of Digital India Mission

9. FINANCIAL ADMINISTRATION IN INDIA

Concept of Budget, Types and Forms,

Budgetary innovations : Line Item Budget, Performance Budgeting, Zero Budgeting, Gender Budgeting , Green Budget

Budgetary Process in India

Finance Commission

10. NEW AREAS OF ADMINISTRATION

Citizen administration : Lokpal, RTI, Citizens Charter

Social Welfare Administration : Concept and Constitutional Provisions

Disaster Management : Disaster Preparedness, Disaster Mitigation & Disaster Response

Cyber Security : meaning , significance, strategy & challenges