

Department of Public Administration
 Punjabi University, Patiala 147002
 (Established under Punjab Act No. 35 of 1961)

Syllabus for Ph. D. Entrance Test for Session 2024-25
Section-A
(Research Methodology)

- 1 Concept of Science, Nature of Social Sciences; Types of Research; Social Research: Objectives and Utility.
- 2 Scientific Method: Characteristics, Various Steps in Scientific Study, Its Advantages and Limitations in Social Research.
- 3 Research Design: Meaning, Need, Steps in the preparation of Research Design.
- 4 Hypothesis: Meaning, Characteristics of a good Hypothesis, Formulation of Hypothesis.
- 5 Sampling Design: Bases and Types of Sampling.
- 6 Method of Social Research: Survey Method.
- 7 Data Collection: Interview Method.
- 8 Data Collection: Questionnaire Method & Schedule Method.
- 9 Data Collection: Observation Method.
10. Mean, Median, Mode.
- 11 Processing of Data: Editing, Classification and Tabulation use of computers in social science research.
- 12 Research Report.
13. Ethical Practices in Research.

Section-B
(Subject)

ADMINISTRATIVE THEORY:-Public Administration: Meaning, Nature, Scope and Significance, Difference between Public and Private Administration, New Public Administration, New Public Management Perspective, Public Choice Theory, Approaches to study of Public Administration: Structural Functional, Systems Approach, Behavioural Approach, Theories of Organization: Classical Theory, Human Relations, Max Weber's Bureaucratic Model, Principles of Organization: Hierarchy, Unity of Command, Span of Control, Delegation, Supervision, Leadership, Communication, Co-ordination and Motivation, Line, Staff and Auxiliary Agencies, Headquarters and Field Relationship, Accountability and Control: Legislative, Executive and Judicial Control over Administration, Citizen and Administration.

ADMINISTRATIVE THOUGHT :- Kautlya, Woodrow Wilson, F.W.Taylor, Henri Fayol, Max Weber , Mary Parker Follett, Elton Mayo, Chester I. Barnard, Herbert A. Simon, Abraham H. Maslow, McGregor, Chris Argyris, Frederick Herzberg, Rensis Likert, F.W. Riggs.

LOCAL GOVERNMENT IN INDIA:-Decentralization, Democracy & Rural Development; Significance of Rural Local Government, Evolution of Panchayati Raj in India, Main features of 73rd Constitutional Amendment Act, 1992, Organization and Working of Panchayati Raj Institutions, Panchayati Raj Finances, Role of Cooperatives in Rural Development, Problems and Challenges before Rural Local Government, Rural Development and Poverty Alleviation Schemes – Swarnajayanti Gram Swarozgar Yojana (SGSY), Mahatma Gandhi National Rural Employment Guarantee Programme (MGNREGA) .

Trends and Problems of Urbanization and Urban Development and their remedies, Urban Local Government: Meaning, Scope and Significance, Evolution of Urban Local Government in India, The 74th Constitutional Amendment Act, 1992, Municipal Corporation: Organization and Functions, Municipal Councils, Nagar Panchayats, Finances of Urban Local Government, Union Ministry of Urban Development, State- Local Relationship, Schemes for Urban Development: Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), Swarn Jayanti Shehri Rozgar Yojna (SJSRY).

INDIAN ADMINISTRATION:-Evolution of Indian Administration: Kautilya, Mughal Period, British Period, Indian Constitution: Basic structure and Features. Centre State Relations: Legislative and Administrative, Union Legislature: Structure, Powers and Functioning, Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Cabinet Secretariat, Indian Judiciary: Structure and Organization, Features, Structure of Central Administration: Central Secretariat, Prime Minister Office, Relationship between Political and Permanent Executive, Generalist and Specialist in Administration; Neutrality in Civil services. Role of Civil Services in a democracy, Corruption in India: Causes and Remedies; Role of Central Vigilance Commission, Lok Pal, Financial Administration: Budget, Enactment of Budget, Audit & Accounts, CAG, Finance Commission. NITI Aayog.

STATE ADMINISTRATION:-Political Executive: Governor, Chief Minister, Council of Ministers, Structure of State Administration: State Secretariat, Constitutional Authorities: State Public Service Commission, State Election Commission, State Planning Board, Judicial Administration: High Court, Consumer Court, State Human Rights Commission, District Administration : Structure, Functions and Role of Divisional Commissioner, Deputy Commissioner: Changing Role, Organization and Major Recommendations of Punjab Governance Reforms Commission-I, Grievances Redressal Machinery: Lok Ayukta.

EMERGING AREAS IN INDIAN ADMINISTRATION:-Good Governance: Origin, Basic Elements of Good Governance, Challenges to Good Governance in India, Disaster Management: The Disaster Management Act, 2005, Organization and Functions of National Disaster Management Authority, e-Governance, Citizens' Charter, Right to Information Act, 2005, Police Administration & Reforms, Public Policy & Bureaucracy.