



KRISTU JAYANTI
(DEEMED TO BE UNIVERSITY)
Under Section 3 of UGC Act 1956
A CMI INSTITUTION | BENGALURU | INDIA

Centre for Research and Development
Office of Doctoral Studies

Syllabus for the Part B of
Kristu Jayanti University Entrance Test (KJUET)

Ph. D. Programme in Public Administration

Unit 1 Public Administration

Meaning, Nature, Scope and Significance, Evolution of Public Administration as an academic Discipline, Politics and administration Dichotomy, Comparative Public Administration, Development Administration and New Public Administration, New Public Management (NPM), Principles of Organisation; Line, Staff and Auxiliary agencies. Personnel Administration - Meaning, Nature and Scope, Classification; Position and Rank classification; Recruitment, Training, Promotion, Compensation and service conditions, Discipline, Retirement; Civil Service Neutrality, Anonymity and Commitment, Professional Associations and Unionism.

Unit 2 Administrative Thought: Approaches to the study of Public Administration: Oriental – Kautilya; Classical – F W Taylor, Henri Fayol, Max Weber, Luther Gulick and Lyndall Urwick; Human Relations - Elton Mayo, Mary Parker Follett; Behaviouralism – Chester Barnard, Herbert Simon; Motivation – Abraham Maslow, Fredrick Herzberg, Douglas McGregor; Writers on Administration -Dwight Waldo, Peter Drucker.

Unit 3 Indian Administration: Evolution - Ancient, Mughal and British Periods; Constitutional Framework: Parliamentary and Federal Features. Union Government: President; Prime Minister & Council of Ministers; Cabinet Committees; Central Secretariat; Cabinet Secretariat; and Prime Minister Office. Election Commission and Electoral Reforms, Union State Relations. Accountability: Legislative; Executive; and Judicial. Citizen Grievance Redressal Mechanism: Lok Pal; Lok Ayukta; Central Vigilance Commission and Regulatory Authorities. Issue Areas: Politician and Civil Servant relations, Generalists and Specialists debate and Combating Corruption. Civil Services: Classification – All India Services, Central Services and State Services; Recruitment Agencies – Union Public Service Commission, State Public Service Commissions and other Commissions and Boards: Capacity Building of Civil Servants and Civil Service Reforms. Planning: Planning Commission, National Development Council, NITI Aayog, State Planning Commissions / Boards and Planning Departments. Judiciary: Indian Constitution and Independence of Judiciary: Supreme Court; High Courts; Judicial Review and Public Interest Litigation and Judicial Reforms. E- Governance Initiatives in Indian administration, Right to Information (RTI).

Unit 4: State & Local Administration: Constitutional Framework of State Administration – State Legislature; Governor – Role and Functions; Chief Minister – Powers and Functions; Council of Ministers; Role and Functions of Chief Secretary; State Secretariat ; Directorates and Commissionerate; District

Administration – Concept and Evolution, District Collector - Power, Functions and Changing role; Autonomous District Councils - Structure, Powers and Functions, District Rural Development Agency; Evolution of Local Governance in India. Local Governance: 73rd & 74th Constitutional Amendment Acts: State Election Commission; State Finance Commission; District Planning Committee; Rural Governance - Gram Sabha, Gram Panchayats, Panchayat Samitis and Zila Parishads, Finance in PRIs, Personnel administration at local level; Policies and Programmes of Rural Development – MGNAREGA. Growth of Urbanization, Urban Governance - Structure, Composition, Functions of Municipal Corporations, Municipal Councils, Nagar Panchayats. Metropolitan Governance - Sources of Finance; Personnel Administration. Reforms in Urban Governance -Solid Waste Management, Smart and AMRUT cities State and Local Administration

Unit 5 Comparative Public Administration: Concept, Nature, Scope, and Significance; Public Administration and its Environment. Approaches and Methods to the study of Comparative Administration: Institutional, Behavioural, Structural-Functional, Ecological and Systems Approaches. Comparative Studies –Influence of Globalization; Salient Features of the administrative systems of UK, USA, France and Japan. Development Administration: Concept, Nature, Scope, Objectives, Features, and Significance, Ecology of Development Administration, Contribution of Fred Riggs, Dwight Waldo and Edward Widener. Approaches to Development: Gandhian, Capitalist, Socialist, Mix Economy, Sustainable Development and Sustainable Development Goals (SDGs). Globalisation and Development Administration, Emergence of Non-State actors in Development Administration, Role of Bureaucracy in Development. Public-Private Partnerships, Corporate Social Responsibility, Human Development Indicators, and Social Audit.