

**DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION  
ALAGAPPA UNIVERSITY**

**Pre-Registration Qualifying Entrance Examination for Ph.D Programme  
Revised Syllabus in Public Administration**

**Unit -I Introduction to Public Administration**

Meaning, Nature , Scope and Evolution of the study of Public Administration-Significance and role of Public Administration- Differences and Similarities between Public and Private Administration- Public Administration and its relations with other Social Sciences-New Public Administration-New Public Management Perspective.

**Unit-II Administrative Theories and Principles**

Classical Theory-Scientific Management- Bureaucratic-Human Relations theory-Behavioural Theory-System Theory. Organization - Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Co-ordination-Centralization – Decentralization - Delegation-Supervision-Line and Staff. Leadership-Communication- Motivation- Decision Making.

**Unit- III Public Personnel Administration and Financial Administration**

Meaning and Scope of Public Personnel Administration –All India Service-Central Services - Recruitment–Training- Promotion –Pay and Service conditions-Permanent and Political Executive Relationship-Administrative ethics.Meaning, Nature, Scope and Significance of Public Financial Administration – Principles of sound budgeting –Types of budgeting System- Formulation, Enactment and Execution of Budget in India-Accounts and Audit- UK and USA Budgetary System- Role and functions of Central Ministry of Finance-Central Finance Commission.

**Unit-IV Accountability and Control**

Concept and Meaning - Legislative-Executive-Judicial control over public administration- People’s participation- Transparency-Ombudsman System in India- Central Vigilance Commission

**Unit V Public Administration in India**

Central Government : President- Prime Minister-Cabinet- Central Secretariat-Council of Ministers-Parliament –Prime Minister’s Office- Cabinet Secretariat-Supreme Court of India  
**Sate** Government at State: Governor- Chief Minister- Council of Ministers- State legislature-Secretariat and Directorate-High Courts –District Administration-Local Government: Rural and Urban local Self Governance institutions in India.