GUJARAT STATE ELIGIBILITY TEST

GSET SYLLABUS

Subject : Public Administration **Code No. : 32**

Unit-I

Introduction to Public Administration: Public Administration- Meaning, Nature, Scope & Significance; Evolution and Present Status of the Discipline; Politics-Administration Dichotomy; Globalization and Public Administration; Paradigm shift from Government to Governance.

Principles of Organization: Division of work; Hierarchy; Coordination; Unity of Command; Span of Control; Authority, Power and Responsibility; Delegation, Centralization and Decentralization; Line, Staff and Auxiliary Agencies; Leadership and Supervision; Decision-making and Communication.

Meaning, Nature and Scope of Personnel Administration: Classification, Recruitment, Training, Promotion, Compensation and service conditions, Discipline, Civil Service Neutrality, Anonymity and Commitment, Professional Associations and Unionism.

Unit-II

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; Organizational Humanism – Chris Argyris, Rensis Likert; Writers on Administration: Dwight Waldo, Ferrel Heady, Robert Golembiewski and Peter Drucker; Minnobrook Perspective, New Public Service and Post Modernism.

Unit-III

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. Police Administration and Reforms. E- Governance Initiatives in Indian administration.

Unit-IV

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 and Metropolitan Governance - Sources of Finance; Personnel Administration. Reforms in Urban Governance -Solid Waste Management, Smart and AMRUT cities

Unit-V

Comparative and Development Administration: Comparative Public Administration: Concept, Nature, Scope and Significance of Comparative Public Administration; Public Administration and its Environment. Approaches and Methods to the study of Comparative Administration: Institutional, Behavioural, Structural-Functional, Ecological and Systems Approaches.Fred Riggs's Typology of Societies and Features; Problems of Comparative Research; Comparative Studies –Influence of Globalization; Salient Features of the administrative systems of UK, USA, France and Japan.

Development Administration: Development and its Dimensions. Development and Modernization; Approaches to Development - Sustainable Development and Anti-Development; Sustainable Development Goals (SDGs).

Development Administration: Concept, Nature, Scope, Objectives, Features and Significance; Ecology of Development Administration, Contribution of Fred Riggs, Dwight Waldo and Edward Widener; Role of Bureaucracy in Development. Globalization and Development Administration; Emergence of Non-State actors in Development Administration; Public-Private Partnerships; Corporate Social Responsibility, Human Development Indicators and Social Audit.

Unit-VI

Economic and Financial Administration: Economic Policies - Mixed Economy to Liberalization, Privatization and Globalization (LPG); New Economic Policy (NEP); Industrial Policy since Independence; Government in Business - Public Enterprises-Concept, Growth and Forms of Public Enterprises; Management, Problem of Accountability and Autonomy; Disinvestment Policies.

Financial Administration**:** Public Finance – Revenue and Expenditure: Nature, Scope and Significance of Financial Administration; Budget – Meaning, Purpose and Significance; Budgetary Process – preparation, enactment and execution; Types of Budget – PPBS, Performance Budget, Zero-Based Budget and Gender Budget; Fiscal Responsibility and Budget Management Act (FRBMA) and Sunset legislation. Fiscal Federalism – Union-State Financial Relations, Finance Commission. Financial Control-Legislature and Executive; Parliamentary Committees and Comptroller and Auditor General of India. Taxation policies – Principles of Taxation –Progressive and Proportional taxation – Reforms in Taxation policies.

Unit-VII

Social Welfare Administration: Concept of Social Welfare, Social Justice and Social Change; Concept of Equity and Inclusiveness in Social Justice; Concept of Affirmative action-Reservations; Institutional arrangement for Social Welfare & Social Justice Administration; NGOs, Civil Societies and Voluntary Agencies; Policies, Programmes and Institutional Framework for the Protection and Welfare of SCs/ STs / OBCs/ Women/ Children, Aged, Differently-abled (Divyang) and Minorities Commissions – Women, SC/ST, Minority- Role and Functions.

Disaster Management - Nature and Types of Disaster; Institutional Arrangements for Disaster Management; Role of State and Non-State actors.

Unit-VIII

Public Policy: Nature, Scope and Importance of Public Policy; Evolution of Public Policy and Policy Sciences; Public Policy and Public Administration. Approaches to

Public Policy – Process Approach, Logical Positivism, Phenomenological Approach, Participatory and Normative Approaches.

Theories and Models of Policy Making – Harold Lasswell, Charles Lindblom, Yehezkel Dror .

Institutions of Policy Making - Legislature, Executive and Judiciary. Types of Policy Analysis - Empirical, Normative, Retrospective and Prospective, Prescriptive and Descriptive. Policy Implementation, Outcomes and Evaluation.

Constraints on Public Policy – Socio-economic, Political, Institutional and Cultural. Role of Media, Public Opinion, Civil Society and Pressure Groups on Policy Making.

Unit-IX

Governance and Good Governance: Ancient Discourse – Kautilya, Plato and Aristotle on Good Governance; Elements and Forms of Good Governance; Theories and Concepts of Governance – World Bank and UNDP; State, Market and Civil Society, Public Choice Theory, New Public Management, Public Value Theory, Governance as Theory, Governance and Public Governance.

Networking and Collaborative Governance, Business Process Re-engineering, ICT and Governance – e-Government and e-Governance, e-Readiness and Digital Divide.

Accountability, Openness and Transparency; Gender and Governance.

Citizen and Governance: Civil Society – Role and Limitations, Citizen Participation, Right to Information – RTI Act and Administrative Reforms, National Information Commission, Citizen Charter – Concept, Objectives and Significance.

Ethics and Public Accountability in Governance: Rule of Law and Administrative Law, Delegated Legislation and Administrative Adjudication. Ethical Foundations of Governance: Constitutional Values, Family, Society and Education.

Unit-X

Research Methodology: Social Science Research- Meaning and Significance; Distinction between Methodology and Method; Facts and Values in Research; Role of Research in Theory-Building; Scientific Method; Objectivity in Social Research; Types of Research; Identification of Research Problem; Hypotheses and Null-Hypotheses; Validation of Hypothesis; Research Design; Methods of Data Collection- Primary and Secondary sources- (Observation; Questionnaire and Interview, Use of Library and Internet);Sampling and Sampling Techniques; Scales of Measurement; Analysis of Data and Use of Computers in Social Science Research-SPSS; Citation patterns and Ethics of Research ; Bibliography; Report Writing.