

# **TANTIA UNIVERSITY, SRI GANGANAGAR**

Syllabus Entrance Examination for Ph.D.

## **Subject- Public Administration**

**Maximum Marks-100**

**Part A- 50 (Research Methodology)**

**Part B- 50 (Subject Wise)**

### **PART-A**

#### **Research Methodology and Statistics**

- UNIT 1: Meaning of Research  
Aims, nature and scope of research  
Prerequisites of research
- UNIT 2: Research Problem  
Meaning of research problem Sources of research problem Characteristics of a good research problem  
Hypothesis: Meaning and types of hypothesis. Research proposal or synopsis.
- UNIT 3: Types and Methods of Research  
Classification of Research  
Pure and Applied Research  
Exploring or Formulative Research  
Descriptive Research  
Diagnostic Research/Study  
Evaluation Research/Studies  
Action Research  
Experimental Research  
Historical Research  
Surveys  
Case Study  
Field Studies
- Unit 4: Review of Related Literature  
Purpose of the review. Identification of the related literature. Organizing the related literature.
- UNIT 5: Data Collection (Sampling) Sampling and Population Techniques of sampling  
Selection Characteristics of a good sample Types of data.
- UNIT 6: Tools of Data Collection  
Observation, Interview, Questionnaire, Rating scales, Attitude scales, Schedules, Characteristics of good research tools.
- UNIT 7: Statistics  
Concept of statistics, relevance in education, parametric and non-parametric data; graphical representation of data: histogram, frequency polygon, ogive and pie chart; Measures of Central Tendency: concept,

computation and interpretation; measures of variability: concept, computation and interpretation; normal probability curve: concept, application and interpretation.

Correlation: concept, computation and interpretation- Product Moment, Rank Order, Biserial, Point Biserial, Phi, Contingency, Tetrachoric; significance of mean: concept, computation and interpretation of significance of t-test(correlated and uncorrelated, matched, paired-unpaired, matching- paired); ANOVA(One way ) :concept, computation and interpretation, regression and prediction; chi square: concept, computation and interpretation (equal and normal probability).

**UNIT 8: Research Report**

Format of the research report Style of writing the report References and bibliography

**Reference books:**

1. Best John W. and James Kahn, V., 1989, Research in Education, Sixth Edition, Prentice- Hall of India Pvt.Ltd, New Delhi.
2. Sharma R.A., 1992, Fundamentals of Educational Research, Loyal Book Depot, Meerut, UP, India.
3. Kulbir Singh Sidhu, 1990, Methodology of Research in Education, Sterling Publishers Pvt. Ltd., New Delhi.
4. Lokesh Koul, 1997 Methodology of educational Research, third edition, Vikas Publishing House Pvt. Ltd. , New Delhi.
5. Kothari C.R., 1990, Research Methodology Methods and Techniques, Wiley Eastern Limited, New Delhi.
6. Borg Walter R., Gall Meridith D., 1983, Educational Research an Introduction, Fourth Edition, Longaman, New York &London.
7. Nitko Anthony J., 1983, Educational Tests and Measurement an Introduction, Harcourt Brace Jovanovich, Inc., New York.
8. Aggarwal Y.P., 1988, Statistical Methods Sterling Publishers Pvt. Ltd., New Delhi.
9. Garret Hnery E., 1985 Statistics in Psychology and Education, Viakils, Feffer and Simon, Bombay.
10. Guilford, J.P., and Benjamin Fruchter, 1982 Fundamentals of statistics in Psychology and Education, Fifth edition, Mc Graw-Hill Book Company, New York.
11. Gupta S.C. and Kapoor V.K., 1999, Fundamentals of Mathematical Statistics, Sultan Chand& Sons Educational Publishers, New Delhi.
12. Grewal P.S., Methods of Statistics Analysis, Sterling Publishers Pvt. Ltd., New Delhi.
13. Bruce W. Tuckman, Statistics in Psychology and Education.

## **Part-B**

### **Public Administration**

#### **1. Theory of Public Administration**

Public administration- Meaning, Nature and scope, Public and Private Administration, New Public Administration, New Public Management.

Administrative Thinkers- Kautilya, Woodrow Wilson, Gulick and Urwick, Max Weber. F.W. Taylor, Henri Fayol, M.P.Follet, Elton Mayo. C.I. Barnard, Herbert Simon, D.H. McGregor, Abraham Maslow, Herzberg, Chris Argyris and Fred Riggs.

Theories- Classical, Human Relation, Bureaucratic, Public Choice and Principal agent relationship.

Approaches to the study of Public Administration- Scientific Management, Behavioral, systems, Structural- Functional, Decision-Making, Public policy and Marxian.

Organization- Bases of Organization, Formal and Informal, Principles of organization- Hierarchy Span of control, Unity Of command, Delegation Decentralization and Co-ordination: Line-Staff Agencies.

Leadership, Motivation and Communication.

#### **2. Comparative Public Administration**

Comparative Public Administration-Nature and Scope.

Theories and Models of Comparative Public Administration- Contributions of Fred Riggs, Montgomery and Ferrel Heady.

A comparative study of the Administration, Institutions and Processes in U.K. , U.S.A., and India.

Various Control Mechanisms over Administration in U.K., U.S.A., and India.

Citizen and Administration- Machinery for redressal of citizen's grievances in U.K., U.S.A. and India.

#### **3. Development Administration**

Development Administration- Meaning, Nature and Scope, Concept of Development Administration; Development Administration and Traditional Administration; Characteristics of Administration in Developed and Developing Countries.

Public and Private Sectors and their Administration.

Planning- Projects and Plan Formulation, Plan Implementation and Evaluation.

Bureaucracy and Development Administration- Role of Bureaucracy in Plan Formulation and its implementation.

Development Administration- Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationalist and Journalists, People's International Aid and Technical Assistance Programmes - IMF, IBRD, WTO.

#### **4. Indian Administration**

Administrative Legacies at the time of Independence- Civil Services; District and Revenue Administration.

Organisation of Government at the Central Level- Organisation, Role of Chief Secretary, Organisation of Ministries, Departments and Directorates.

Personnel Administration- Classification of Service, Recruitment, Recruitment Agencies-U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer- Employee Relations.

Financial Administration- Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor- General.

Plans- Five-Year Plans, Formulation of Plans, Planning Commission, National Development Council, Plan Implementation.

Centre-State Relations- Legislative, Administrative and Financial, Finance Commission.

Control over Administration- Legislative, Executive and Judicial Control, Transparency, Accountability and Administrative Responsiveness.

District Administration- Organisation of District Administration, Role of District Collector in Development, Local Government- Rural and Urban, Citizen and Administration- Lokpal and Lokayukta.

Delegated Legislation and Administrative Adjudication.

Administrative Reforms in India since Independence.

#### **5. Research Methodology**

Types of Research

Identification of Problem and Preparation of Research Design.

Research Methods in Social Science.

Hypothesis.

Sampling- Various Sampling Procedures.

Tools and Data Collection- Questionnaire, Interview, Content Analysis.

Processing of Data.

Measures of Central Tendency- Mean, Mode and Median.

Report Writing.

## **6. Social and Economic Administration**

Meaning, Nature and Scope of Social Welfare and Social Justice.

Central Social Welfare Board and State Social Welfare Boards. Major

Social Sectors- Health and Education.

Industrial Policy Resolutions and Growth of Public Sector in India.

Public Sector- Features, Problems of Management, Accountability and Autonomy.

New Economic Policy- Liberalisation, Privatisation and Globalisation.

## **7. Local Governments- Rural and Urban**

Meaning, Nature and Scope of Local Governments

Major Features and Structure of Local Government in U.K., U.S.A. France and India.

73rd and 74th Constitutional Amendments in India.

Functions and Role of Local Governments in India.

State- Local Relations in India.