

**M.A. PUBLIC ADMINISTRATION
SYLLABUS
PG ENTRANCE TEST**

PART - A

1) Meaning and scope of Public Administration, 2) Comparison between Public & Private Administration, 3) Relations with other Social Sciences; Political Science, Sociology, Economics and Law, 4. Importance of Public Administration in a Developing Society, 4) Politics and Administration Woodrow Wilson, 6) Classical Approach: Luther Gullick and Lyndall Urweick, 7) Human Relations Approach: Elton Mayo, 8) Behavioural Approach A. Simon & Herbert Chestered. Bernard 9) Ecological Approach F.W. Riggs 10) Comparative and Development Administration : weidner, 11) Socio-Psychological Approaches: Duglus Abraham Maslow, Rencin Lickert 12) Bureaucracy: Karl Marx and Max Weber, 13) Division of work, Mc. Gregor Co-ordination, Hierarchy, Unit of Command, Span of Control-Line and Staff Agencies, Centralization and Decentralization Delegation, 14) Leadership & Supervision, 15) Communication & Public Relations, 16) Planning, 17) Characteristics of Administration during the British Period, Administrative System at the time of the Independence : continuity and change 18) Political context of Indian Administration, 19) Social and Economical context of Indian Administration 20) Chief Characteristics of the Union Administrative system, President, Prime Minister - cabinet, council of Ministers, cabinet committees, Role of Cabinet Secretariat, 21) Union State Administrative Relations.

PART - B

1) Role of the All-India Services, 2) Planning Commission 3) Finance Commission 4) Union Public Service Commission 5) Comptroller and Auditor General 6) The Organizational Pattern of Public Enterprises 7) The Profile of State Level Administrative System 8) The Secretariat, Organization and Function 9) The Relation between secretariat and Directorates 10) Administrative Reforms at the State levels 11) Features of Administration at the District and Local levels 12) Role of Collector in Law and Order Development 13) Citizens Control over Administration 14) Judicial control over Administration, 15) Personnel Management a) Manpower Planning, b) Recruitment, c) Training, d) Promotion, 3) Civil Service Unions - Staff Relations 16) Financial Management 17) Budget - Principles of Budget, preparation, Enactment and Execution, 18) Parliamentary Financial Committee, Estimates Committees, Public Accounts Committee 19) Accounting and Auditing, 20) Material Management a) Procurement b) Storage, c) Distribution 21) Organization and Methods.

MODEL QUESTION PAPER : Time : 90 Minutes Max. Marks : 100 The question paper consists of 100 questions in multiple choice covering the entire syllabus. 1. Who proposed the theory 'X' and theory 'Y' a) Douglus Megregor b) Woodro Wilson c) L.D. White d) F.W. Riggs

ELIGIBILITY CRITERIA : M.A. (Public Administration) : Candidates must have passed degree examination conducted by Kakatiya University or an examination recognized as equivalent by the Kakatiya University, with the subject, the candidate is intending to appear for the Entrance Test and they must have secured at least 40% marks in the subject concerned at the qualifying examination (only pass marks for SC/ST).