

# **Dr. B.R. Ambedkar University of Social Sciences**

**Dr. Ambedkar Nagar (Mhow), Indore (M.P.)**



**Ph.D. (DOCTOR OF PHILOSOPHY)**

**IN**

**PUBLIC ADMINISTRATION**

**SYLLABUS**

**Session: 2018-19**

# पाठ्यक्रम परिचय

## (Introduction of the Course)

### पीएच.डी.- लोक प्रशासन (Public Administration)

पीएच.डी. (लोक प्रशासन) पाठ्यक्रम पूर्णकालिक पाठ्यक्रम है।

योग्यता: लोक प्रशासन विषय में स्नातकोत्तर होना अनिवार्य है।

सत्रार्द्ध I व II में पाठ्यक्रमानुसार अध्यापन किया जायेगा तथा सत्रार्द्ध III से किसी विशिष्ट अनुसन्धानात्मक शीर्षक पर शोध-प्रबन्ध का लेखन करना होगा। पाठ्यक्रम के अन्तर्गत व्याख्यानों, सगोष्ठियों, प्रायोगिक-कार्यों, ट्यूटोरियल्स तथा प्रदत्त-कार्यों (Assignments) आदि के माध्यम से अध्यापन किया जायेगा। प्रत्येक सत्रार्द्ध में लोक प्रशासन विषय विषय के दो-दो प्रश्न-पत्र होंगे। प्रत्येक प्रश्न-पत्र के लिए पाँच इकाइयाँ (Units) तथा 3 क्रेडिट्स निर्धारित होंगे।

विषय विशेष प्रश्न-पत्र (लोक प्रशासन) के साथ ही विश्वविद्यालय द्वारा निर्धारित अनिवार्य प्रश्न पत्र का भी प्रत्येक सत्रार्द्ध में अध्ययन करना होगा।

#### अंक-विभाजन (प्रति प्रश्न-पत्र)

1. सैद्धान्तिक-प्रश्न (Theoretical Questions)	— 80
2. आन्तरिक- मूल्यांकन (Internal Assessment)	— 20
मध्य-सत्रार्द्ध मूल्यांकन + कक्षा में संगोष्ठी पत्र प्रस्तुति	(10 + 10)
<b>योग:</b>	<b>— 100</b>

परीक्षा माध्यम लोक प्रशासन विषय हिन्दी एवं अंग्रेजी दोनों माध्यम में संचालित किया जाएगा।

#### सैद्धान्तिक प्रश्न-पत्र का स्वरूप (Pattern of Theoretical Question Paper)

दीर्घोत्तरीय प्रश्न	4 x 10	— 40 अंक
लघुत्तरीय प्रश्न	6 x 5	— 30 अंक
टिप्पणी लेखन	2 x 5	— 10 अंक

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**Ph.D.- Public Administration**

**Paper-01**

**Indian Administration**

**3+0=3**

**(PUB -711)**

**Unit-1:-**Administration Legacies at the time of Independence – civil services; District and Revenue Administration.

Organisation of Government at the Central level–Organisation of Secretariat, Ministries and Development, Cabinet Secretariat, P.M.O.

**Unit-2:-**Personnel Administration – Classification of Services, Recruitment, Recruitment Agencies- U.P.S.C. And State Public Service Commissions, Training, Program, Discipline, Morale, Staff Association, Employer-Employee Relations.

**Unit-3:-**Organisation of Government at the Stale Level- Secretarial, Role of Chief Secretary, Organisation of ministries, Departments and Directorates.

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

**Unit-4:-**Plans-Five-year Plans, Formulation of Plans, Planning Commission, National Development Council, Plan Implementation.

Center-State Relation- Legislative, Administrative and Financial, Finance Commission.

**Unit-5:-**Citizen and Administration- Lokpal and Lokayukta.

Delegated Legislation and Administration Adjudication.

Administrative Reforms in India since Independence.

**Paper-02 Social and Economic Administration**

**3+0=3**

**(PUB-712)**

**Unit-1:-**Meaning, Nature and Scope of Social Welfare and Social Justice.

Central Social Welfare Board and State Social Welfare Boards.

**Unit-2:-**Major Social Sectors-Health and Education.

Industrial Policy Resolutions and Growth of Public Sector in India.

**Unit-3:-**Public Sector-Features, Problems of management, Accountability and Autonomy.

New Economic Policy- Liberalisation, Privatisation and Globalisation.

**Unit-4:-**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.

**Unit-5:-** 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendments in India.

Functions and Role of Local Governments in India.

State-Local Relations in India.

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**Ph.D.- Public Administration**

**Paper- 01      Personnel Administration      3+0=3**  
**(PUB -721)**

## **Unit -1**

Meaning and Objectives of Personnel Administration, Importance of Human Resource Development. Recruitment; Meaning, Definition, Types of Recruitment with Merits and Demerits.

## **Unit-2**

Training; Meaning, Definition, Importance, Types of Training with Merits and Demerits. Promotion; Meaning, Definition, Importance, Types of Promotion with Merits and Demerits.

## **Unit-3**

Position Classification; Meaning and Concept, Types of their Merits and Demerits. Civil Service Classification in India; All India, Central, State Services. Discipline, Morale.

## **Unit -4**

Grievance redressal mechanism; Staff Association; Need and Importance. Employer- Employee Relationship. Pay and Service Conditions. Code of Conduct.

## **Unit-5**

Administrative Ethics; Need and Importance. Neutrality and Anonymity. Concept of Committed Bureaucracy. Generalist and Specialist. Minister-Civil Servant Relationship.

**Paper-02      Development Administration      3+0=3**

**(PUB -722)**

**UNIT-1**

Development Administration- Meaning, Nature and Scope, Concept of Development Administration; Development Administration and Traditional.

**UNIT-2**

Administration; Characteristics of Administration in Developed and Developing Countries. Public and Private Sectors and their Administration.

**UNIT-3**

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

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

**UNIT-4**

Development Administration- Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists. Peoples Participation in Development.

**UNIT-5**

International Aid and Technical Assistance programmes –IMF, IBRD, WTO.