Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts

Shri Vaishnav Entrance Test (SVET)
Syllabus for Ph. D.
Public Administration

Unit – I

- Public Administration-Meaning, Scope and Nature/Private and Public Administration, New Public Management, New Public Administration

Unit – II

- Organisation-Principles of Organisation, Decentralisation, Bases of Organisation-Formal and Informal, Unity of Command, Hierarchy, Delegation, Coordination, and Line & Staff Agencies, Span of Control

Unit – III

- Administrative Thinkers-Herbert Simon, Kautilya, Chris Argyris, Woodrow Wilson, Frederick Herzberg, Luther Gullick, and Lyndall Urwick, Abraham Maslow, Max Weber, D.H. McGregor, F. W. Taylor, Chester Barnard, Henry Fayol, Elton Mayo, M.P. Follet

Unit – IV

- A Comparative Study of the Institutions, Administration and Processes in the U.S.A., U.K., and India

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

Unit – V

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

- Bureaucracy and Development Administration

Unit – VI

- Organization of the State Government-Organisation of Departments and Directorates, Role of Chief Secretary, Secretariat

- Indian Administration-Organisation of the Union Government, Cabinet Secretariat, Ministries and Departments, P.M.O, Central Secretariat, NITI Aayog

Unit – VII

- Financial Administration-Meaning, Comptroller and Auditor – General, Finance Ministry and its Role, Budget, Audit and Accounts, Preparation and Enactment
- Personnel Administration-Recruitment, Classification of Services, Employer-Employee Relations, Recruitment Agencies- Public Service Commissions and .staff Associations, Training, Morale, Discipline, Promotion

Unit – VIII

- Types of Research, Tools of Data Collection, Sampling
- Research Methodology-Research Methods in Social Sciences

Unit – IX

- Local Government-Urban and Rural, Functions and Role, Structure of District Administration, Structure, State-Local Relations, Role of District Collector, Finances

Unit – X

- The Concepts of Privatisation, Liberalisation and Globalisation-The New Economic Policy
- Role of Voluntary, Non-governmental Agencies in Socio-Economic Development
- Social and Economic Administration-The Concept of Social Change, Social Justices and Social Welfare

Chapter – XI

- Policy Analysis
- Public Policy-Meaning, Significance, and Types
- Institutional Arrangements for Policymaking
- Approaches to Public Policy
- Policy-Policy Monitoring, making Process, Policy Education, Evaluation, Policy Implementation

Chapter -XII

Organizational Structure for Social Justice

- Administration-Role of N.G.O.s and Voluntary Organisations, Central Social Welfare Board, Reservation Policy, State Social Welfare Boards, State
- Department of Social Welfare, the Union Ministry of Social Justice and Empowerment
- Major Social Sectors-Education and Health
- Concepts of Social Change, Social Justice, and Social Welfare
- Public Enterprises-Accountability, Features, Autonomy and Problems of Management

Chapter- XIII

Concept of Mixed Economy

- Privatization, Liberalisation and Globalisation, Disinvestment Policy-The New Economic Policy

- Economic Policy in India since Independence

- Growth of Public Enterprises and Industrial Policy Resolutions in India

- State and Local Government Relations

Chapter XIV

Local Self-Government-Meaning, Scope, and Nature

- Challenges before the Local Self-Government.

- 73rd and 74th Constitutional Amendments in India

- Approaches to Rural Development, Role of Cooperatives, Concept of Rural Development, Centralization and Decentralization, Community Development, Integrated Rural Development, Area Development.