

**DETAILED SYLLABUS FOR THE POST OF ASSISTANT
PROFESSOR IN PUBLIC ADMINISTRATION
(KERALA COLLEGIATE EDUCATION)**

(CAT.NO.: 288/2021)

(Total Marks – 100)

Module 1: Introduction to Public Administration (15 Marks)

a. Meaning, Nature, Scope and importance of Public Administration. b. State and Evolution of Public Administration and present status. c. Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow. d. Globalization and Public Administration. **Approaches** -a. Classical Approach. b. Human Relations and Behavioural Approach. c. Ecological Approach **Principles and Concepts** - a. Division of Work and Coordination. b. Hierarchy, Unity of Command and Span of Control. c. Delegation, Centralization and Decentralization. d. Line and Staff. e. Leadership and Supervision. **Recent Trends**- a. New Public Administration: Minnowbrook I, II& III. b. New Public Management. c. New Public Service d. Public Administration in Transition.

Module 2 : Administrative Thinkers (10 Marks)

Administrative Theory: a) Significance and importance of theory b) Evolution and Emerging Trends in Administrative theory c) Oriental Thought: Kautilya
Administrative Structure and Process: a) Henri Fayol- Foundations of Management b) Frederick Winslow Taylor- Scientific Management c) Luther Gulick and Lyndall Urwick- Science of Administration **Classical Thought: Bureaucracy:** a) Max Weber – Bureaucracy b) Karl Marx – State and Bureaucracy c) Samuel Krislov and Donald Kingsley- Representative Bureaucracy **Social System Thought:** a) Mary Parker Follett – Constructive Conflict and Leadership b) Elton Mayo – Human Relations Movement c) Chester Barnard – Theory of Authority Formal and Informal Organizations **Writers on Administration:** a) Robert Dahl – Problems of Science of Administration b) Dwight Waldo – The Administrative State and Future of Public Administration c) Robert T. Golembiewski – Public Administration as Developing Discipline

Module 3 : State and Political Theory (5 Marks)

a) Divine Theory b) Force Theory c) Social Contract Theory **Nature and Characteristics of State** a) Police State b) Welfare State c) Developmental State d) Totalitarian State. **State and Democracy** a) Constitutionalism b) New Institutionalism c) Neo Liberalism **State and Citizen** a) Rule of Law and Human Rights b) State and Civil Society c) Citizenship **Contemporary Debates** a) State Vs Market b) Minimalistic State c) State, Dissent and Movements

Module 4 : Indian Constitution, Polity and Administration (15 Marks)

Evolution and Features a. Evolution & Making of Indian Constitution b. Structure of the Constitution c. Preamble & Philosophy of the Constitution d. Silent Features **Rights, Duties and the State** a. Fundamental Rights b. Fundamental Duties c. Directive Principles of State Policy **Union and State** a. President, Vice President, Prime Minister & Union Cabinet; b. Parliament - Lok Sabha & Rajya Sabha - structure, powers and conduct of business c. Governor, Chief Minister & State Cabinet; d. State Legislative Assemblies & State Legislative Councils e. Centre - State Relations **Judiciary** a. Supreme Court; High Court; Lower Courts b. Powers & Constitutional Provisions c. Judicial Review & Judicial Activism d. Public Interest Litigation

Module 5 : Governance: Theories and Practices (5 Marks)

a. Concepts and Definitions b. Reinventing Government c. From Administration to Governance: State, Market and Civil Society **Models and Theories** a. Models of Governance b. Theories of Governance c. Neo-Liberalism and Rolling Back of State **Recent Trends** a. Good Governance b. E-governance c. M-governance **Techniques of Governance** a. Citizen Charter b. Social Audit c. Right to Information.

Module 6 : Decentralisation and Rural Governance in India (15 Marks)

a) Democratic Decentralization and Development b) Rural Development: Perspectives, Policies and Strategies c) Rural Development and Panchayati Raj **Rural Institutions: Panchayati Raj** a) Panchayati Raj in India - An Evaluation b) Reforms in Panchayati Raj (73rd Constitutional Amendment and after) c) Local Government in Kerala d) Electoral Politics at Grassroot e) Women in Panchayati Raj Institution **Resources and Development Programmes** a) Rural Credit and Cooperatives b) Self-Help Groups c) Governance in Tribal and Scheduled Areas d) Rural Development Programmes: IRDP, SGSY, MGNREGA, NRHM **Issues in Rural Governance** a) Land Reforms and Rural Unrest: Caste, Class and Gender b)

Governing Elite and Rural Social Change c) Village Administration: Stakeholder Committees.

Module 7 : Rural Governance in Kerala (15 Marks)

Evolution of Rural Governance in Kerala- Participatory Governance in political and Administrative level- Emerging Trends in Rural Governance- Kerala Panchayat Raj Act 2014- People's Planning- PRIs and Democratic Decentralisation in Kerala **LSGs in Kerala** Institutions of Local Governance-Local Government Structure in Kerala-Administrative Mechanisms of Governance and Oversight Institutions- Nature and Scope of LSG institutions- Functions of Local Governments- Committees and Participatory Forums- -Local governance and delivery of Public Services - NonGovernmental Support systems- Social Capital and governance in Kerala- New Institutional Mechanisms- Institutional Reforms **PRIs and State Government** Administrative and Fiscal Relations- Fiscal Decentralisation in Kerala- Panchayat Finance- Issues in Fiscal Decentralisation- Resource Generation- Budget procedure and Transfer of Funds-Planning and Implementation **Rural Governance and Development** Marginalisation, Poverty and Decentralisation- PRIs and Social Security- Gender and Governance in Rural Kerala- Kudumbashree and SHGs- Gender mainstreaming Programmes- PRIs and Management of Natural Resources-Rural initiatives in Kerala for the Development of Weaker Sections- Women in Local Governance **E governance initiatives in Rural Governance:** Role of Information Kerala Mission-Local Governance challenges before Kerala Problems and issues in governance of Rural Kerala.

Module 8 : Public Financial Governance in India (10 Mark)

a) Public Finance: Evolution, Meaning and Scope b) Public Revenue: Meaning, Need, Classification and Principles of Revenue c) Public Expenditure: Meaning, Need and Classification **Budget and Governance** a) Public Budget: Meaning, Purpose and Significance b) Budget Preparation, Enactment and Execution c) Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero-Based Budgeting d) Gender Budget, Green Budget and Sunset Legislation **Financial Management in India** a) Fiscal Federalism - Center-State Financial Relations, Distribution of Resources b) Finance Commission - Composition, Powers, Functions and Role c) Fiscal Management: Public Debt and Deficit Financing d) Monetary Policy and Fiscal Policy **Tax Governance** a) Tax Governance in India b) Principles of Taxation and Tax Administration in India c) Priorities for Improving Tax Governance, and GST **Control over Finances** a) Accounting and Audit Reforms

in India b) Types of Audit- Internal and External Audit- Standards of Public Accounting c) Parliamentary Financial Committees and Comptroller & Auditor-General of India.

Module 9 : E-Governance (10 Mark)

a. Governance in Digital Age -Introduction of ICT in administration b. Meaning, Scope and Importance of E-Governance c. Evolution of E-Governance **Concepts**
a. Perspectives and Theories of E-Governance b. Models of E-Governance (the General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model) c. National E-Governance Plan
Cases a. E-Literacy: 'Akshaya' in Kerala b. Electronic Citizen Services: A Comparative Outlook c. Digitalization of Land Records Administration: 'Bhoomi' in Karnataka d. Automizing District Administration: The E-District project
Issues a. E-Readiness b. Digital Divide (Gender, Geographic, Economic, Social and Political) c. E-Governance - Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models) d. E-Governance: Issues and Challenges.

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.