

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 11/2014 (Item No. 3)**

**LECTURER IN PUBLIC
ADMINISTRATION**

COLLEGIATE EDUCATION

(CATEGORY No. 253/2013)

Module I. Introduction to Public Administration

Meaning nature and scope of Administration New Public Administration New Public Management

Module II. Theories of Organisation and Management

Classical - Scientific Management Theory, Bureaucratic theory

Neo Classical- Organisation theory Henry Fayol, Human Relations Theory Elton Mayo

Contemporary Theories - Structural Theory, Systems Theory

Motivation and leadership theories - Need Hierarchy Theory- Abraham Maslow, XY Theory
Duglus Mc Gregor, Leadership theory Renis Likert

Module III. Development Administration

Ecology of Administration FW Riggs, Role of Bureaucracy in Development, Public Policy-
Formulation and Implementation

Module IV. Public Personnel Administration

Recruitment, Training, Promotion, Conduct and Discipline, Civil Service, Generalist-
Specialist Relationship

Module V. Financial Administration

Concept of Budget, Budgetary Process in India, Control over Public Finance

Module VI. Citizen and Administration

Citizens Grievance and Administration, Administrative Reforms, Administrative Adjudication,
Tribunals, Peoples Participation in Administration

Module VII. Recent Trends in Administration

Citizens Charter, Social Auditing, Right to Information, Right to Services, E-Governance, M-Governance.

Module VIII Research Methodology/Teaching Aptitude

I. TEACHING APTITUDE

- Teaching: Nature, objectives, characteristics and basic requirements;
- Learner's characteristics;
- Factors affecting teaching;
- Methods of teaching;
- Teaching aids;
- Evaluation systems.

II. RESEARCH APTITUDE

- Research: Meaning, Characteristics and types;
- Steps of research;
- Methods of research;
- Research Ethics;
- Paper, article, workshop, seminar, conference and symposium;
- Thesis writing: its characteristics and format.

Module IX(a) Salient Features of Indian Constitution

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

Module IX (b) Social Welfare Legislations and Programmes

Social Service Legislations like Right to Information Act, Prevention of atrocities against Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

Module X (a) Renaissance in Kerala

TOWARDS A NEW SOCIETY

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

EFFORTS TO REFORM THE SOCIETY

(A) Socio-Religious reform Movements

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts

Upper cloth revolts. Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc.

Malabar riots, Civil Disobedience Movement, Abstention movement etc.

ROLE OF PRESS IN RENAISSANCE

Malayalee, Swadeshabhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, AI-Ameen, Prabhatam, Yukthivadi, etc

AWAKENING THROUGH LITERATURE

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam*, *Nataka Prashtanam*, Library movement etc

WOMEN AND SOCIAL CHANGE

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu. Akkamma Cheriyan, Anna Chandi, Lalithambika Antharjanam and others

LEADERS OF RENAISSANCE

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali.Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan(Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr.Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad, Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan , M C Joseph, Kuttippuzha Krishnapillai and others

LITERARY FIGURES

Kodungallur Kunhikkuttan Thampuran, KeralaVarma Valiyakoyi Thampuran, Kandathil Varghesc Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

Module X (b) General Knowledge and Current Affairs

General Knowledge and Current Affairs

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.