



**GOA UNIVERSITY  
TALEIGAO PLATEAU**

**SYLLABUS FOR GOA UNIVERSITY ADMISSIONS RANKING TEST (GU-ART) IN PUBLIC ADMINISTRATION**

**Evaluation Classification:** General Knowledge, Analytical Ability, Logical Reasoning, Subject Knowledge

**SYLLABUS**

**1. Introduction to Public Administration**

- Important Authors and Books of Public Administration and Indian Administration
- Meaning, Nature and Significance of Public Administration;
- Public Administration to New Public Administration
- Principles of Organisation, Bases of Organisation, Structure of Organisation; Line and staff
- Meaning and Importance of Management
- Meaning, Types and Importance of Bureaucracy
- Meaning & Importance of Good Governance

**2. Indian Polity and Constitution**

- Important national and local events/issues (political and social)
- Constituent Assembly: Composition and Functioning, Preamble and Salient Features of the Constitution
- Fundamental Rights and Duties, Directive Principles of State Policy
- Judicial Review and Basic structure of the constitution
- Executive, Legislative and Judiciary- Appointments, Role and Functions
- Constitutional Amendments and Panchayati Raj

**3. Current Affairs in Indian Public Administration**

- New Appointments and Public Policies for development and welfare of society

**Suggested Readings-**

1. M. Laxmikanth, Indian Polity, McGraw Hill, 6th Edition
2. S.R. Maheshwari, Public Administration, Oxford, New Delhi, 2006
3. D.D. Basu, An Introduction to the Constitution of India, Prentice Hall, New Delhi, 2005
4. B. Chakrabarti and P C Kandpal, Public Administration in a Globalizing World: Theories and Practices, Sage Publications 2012
5. News Articles on current developments in Indian Public Administration
6. Newspapers, Periodicals, Journals, Internet Current Affairs sources