

# **PUBLIC ADMINISTRATION**

## **PAPER – I** *(Administrative Theory )*

### **SECTION - A**

#### **UNIT I: Introduction:**

Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.

#### **UNIT II: Administrative Thought:**

Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C.Argyris, D.McGregor).

#### **UNIT III: Administrative Behaviour and Organisational patterns ::**

Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership, Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships. .

#### **UNIT IV Accountability - control and Administrative Law:**

Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit. Administrative Law - Meaning, scope and significance; Delegated legislation; Administrative Tribunals.

### **SECTION - B**

#### **UNIT I Comparative Public Administration and Development Dynamics:**

Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique. Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development - their participation in political leadership.

## **UNIT II : Personnel Administration:**

Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer-employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.

## **UNIT III : Public Policy and Techniques of Administrative Improvement:**

Models of policy-making and their critique; Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation. Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

## **UNIT IV : Financial Administration:**

Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

# **PUBLIC ADMINISTRATION**

## **PAPER – II**

*(Indian Administration )*

## **SECTION - A**

### **UNIT I : Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government; Philosophical and Constitutional Framework of government - Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy.

### **UNIT II : Union Government and Administration:**

Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards and Commissions; Attached offices; Field organizations; Forms of Public Sector Undertakings

### **UNIT III : State Government and Administration:**

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates. District Administration since Independence - Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

#### **UNIT IV : Civil Services:**

Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism. Administrative Reforms since Independence: Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development and Problems of implementation.

### **SECTION - B**

#### **UNIT I : Planning and financial Management:**

Budget as a political instrument; Parliamentary control of public expenditure; Role of finance Ministry; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India. Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

#### **UNIT II : Rural and Urban Local Bodies :**

Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment. Municipal governance: main features, structures, finance and problem areas; 74<sup>th</sup> Constitutional Amendment; District Planning Committee; global-local debate.

#### **UNIT III : Law and Order Administration:**

British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.

#### **UNIT IV : Significant issues in Indian Administration:**

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

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