

SUBJECT : PUBLIC ADMINISTRATION

1. **Introduction** : Meaning scope and signification of Public administration, Private and Public administration , Evolution of Public administration as a discipline.

2. **Theories and Principles of administration** : Scientific management, Bureaucratic Model classical Theory, Human Relations Theory, Behavioural approach, systems approach, The principle of Hierarchy, Unity of Command, span of Control, Authority and Responsibility Coordination, Delegation Supervision, line and staff.

3. **Administrative Behaviour** : Decision Making Leadership theories, Communication, Motivation.

4. **Personnel administration** : Role of Civil Service in developing society, position Classification Recruitment, Training Promotion, pay and service condition, Neutrality and Anonymity.

5. **Financial Administration** : Concept of Budget, Formation and execution of budget, Accounts and audit .

6. **Control Over Administration** : Legislative, Executive and Judicial Control, Citizen and Administration.

7. **Comparative Administration** : Salient features of administrative systems in USA, USSR, Great Britain and France.

8. **Central Administration in India** : British legacy constitutional context of Indian administration, The President, The Prime Minister as Real executive, Central Secretariat, Cabinet Secretariat, Planning Commission, Finance Commission, Comptroller and auditor General of India, Major patterns of Public Enterprises.

9. **Civil in India** : Recruitment of all India and Central Service, Union Public Service Commission, Training of IAS and IPS Generalists and Specialist, Relations with the political Executive.

10. **State, District and Local Administration** : Governor, Chief Minister, Secretariat, Chief Secretary, Directorates, Role of District Collector in Revenue, Law order and development administration panchayati Raj, Urban Local Government, Main features structures and problem areas.

