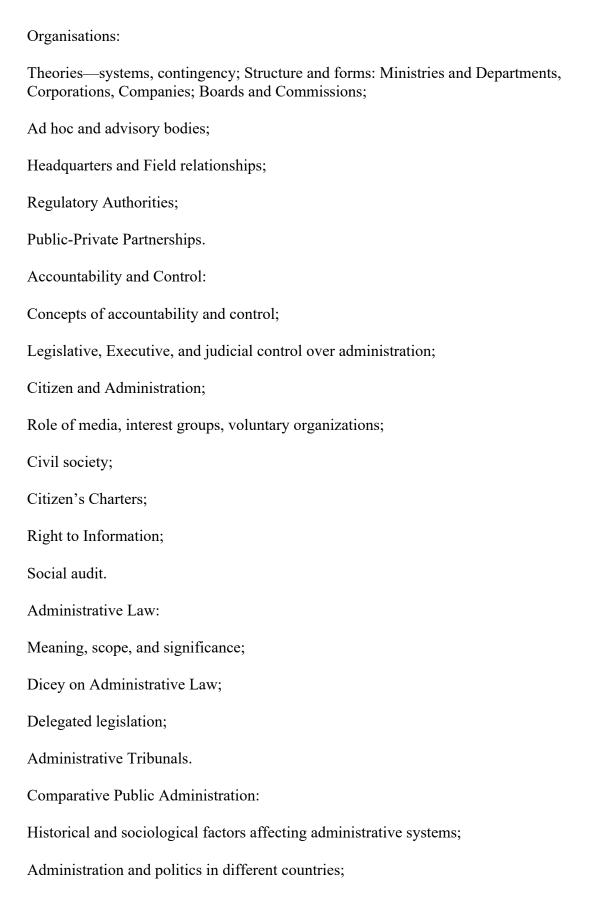
PUBLIC ADMINISTRATION

PAPER-I
Administration Theory
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.
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).
Administrative Behaviour:
Process and techniques of decision-making;
Communication; Morale;
Motivation Theories—content, process, and contemporary;
Theories of Leadership: Traditional and Modern.



Current status of Comparative Public Administration. **Development Dynamics:** 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—the self-help group movement. 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. Public Policy: 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. Techniques of Administrative Improvement: Organisation and methods; Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

Financial Administration: Monetary and fiscal policies; Public borrowings and public debt; Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit. PAPER-II **Indian Administration Evolution of Indian Administration:** Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration: Indianisation 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; Bureaucracy and development. Public Sector Undertakings: Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability, and control; Impact of liberalization and privatization. Union Government and Administration: Executive, Parliament, Judiciary—structure, functions, work processes; Recent trends; Intra-governmental relations;

Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations. 5. Plans and Priorities: 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. 6. 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. 7. 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.

8. Civil Services:



Rural development programs: Focus and strategies;
Decentralization and Panchayati Raj;
73rd Constitutional amendment.
12. Urban Local Government:
Municipal governance: Main features, structures, finance, and problem areas;
74th Constitutional Amendment;
Global-local debate;
New localism;
Development dynamics, politics, and administration with special reference to city management.
13. Law and Order Administration:
British legacy;
National Police Commission;
Investigative agencies;
Role of Central and State Agencies, including paramilitary forces in the maintenance of law and order and countering insurgency and terrorism;
Criminalisation of politics and administration;
Police-public relations;
Reforms in Police.
14. 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.