

PUBLIC ADMINISTRATION SYLLABUS

PART -1 ADMINISTRATIVE THEORY

1. 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.

2. 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.)

3) Administrative Behaviour

Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern:

4) Organisations

Theories systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies; Boards and Commissions; Ad hoc, and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public-Private Partnerships.

5) Accountability and control

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.

6) Administrative Law

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

7) Comparative Public Administration

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.

8) Development Dynamics

Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development of the self-help group movement.

9) 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.

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10) **Public Policy**

Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review, and their limitations; State theories and public policy formulation.

11) **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.

12) **Financial Administration**

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

PART -2 INDIAN ADMINISTRATION

1) **Evolution of Indian Administration**

Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district administration, local self Government.

2) **Philosophical and Constitutional framework of Government**

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

3) **Public Sector Undertakings**

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

4) **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**

The 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**

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.

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9) Financial Management

Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

10) Administrative Reforms since Independence

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

11) Rural Development

Institutions and agencies since Independence; Rural development programmes: foci 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 maintenance of law and order and countering insurgency and terrorism; Criminalization 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.

EXTENDED TOPICS COVERED

1. Evolution of public administration

Public Administration as Theory and practice
Models of evolution:

- Golembiewski
- Nicholas Henry
- Nigro, Dimock and others
- Contribution of wilson, Critique and other theorists Simon Waldo Debatee

Modern Approaches to the study of public admin
Public Policy

- Systems
- Contingency
- Post-Modernism
- Governance
- Gender Perspective
- Post-Positivism
- Post- Behaviouralism
- Deconstructivism
- Humanistic-Phenomenology

Model of Critique of Traditional Public Administration

- Public choice
- Marxit Approach
- Neo-Marxist
- New Public Administration [NPA -I, II, III]
- New public Management [NPM]
- Blacksburg manifesto
- Neo-Weberian State
- Post -Modern Governance
- E- Governance Models and issues Govern mentality and community power approach

Case studies from Asian and other perspectives.
Other Contemporary developments/ debate

- Neo-liberal state debate
- Ethics in Administration Normative concerns and rationality
- Agendas of reform [Also covers Topics 2nd ARC]



APPROACHES

Wilson, Goodnow, White, Waldo, Taylor, webwer, Gulick and Urwick, Peter Drucker, Easton, Peter Senge
Behaviourism in public administration

- **Organisational behaviour & characteristics Leadership Motivation**
- **Communication Emotional intelligence Methodology & Critique**

2. Public Polity

Approaches Contributors:

- Easton Dror
- Simon Lindblom
- Others
- Issues in public policy
- Case studies [IIPA etc]
- Changing perspective in policy making in India

3. Comparative public administration

Methodology and approaches Contributions of Riggs, Ferrel Heady, Weidner and Wilson Development Administration [DA]

- Role of public administration in developmental administration
- Post developmentalism and critique of development administration
- Community development models Sustainable Development Role of Non - State Actors in Development and issues: NGOs SSG Civil Society Corporate

Developmental Policies/ Laws:

- Environmental
- Social Industrial
- Global issues in development
- Role of Institutions
- Local Governments
- Quasi- Judicial bodies etc

4. Administrative Reforms

- Civil Services
 - Issues in reforms personal management Global perspective Judicial
- Reforms in criminal justice system Judiciary, police, security agencies
- Administrative perspective on new problems of governance like Terrorism, Naxalism, Cyber Crimes, Social media reforms, Human rights, Women Issues
- Role of media & administrative reforms 2nd ARC Recommendations
- World bank, UNPAN, Report discussion
- Role of district administration: Need for changes

5. Political Institutions and their Role

Reforms at the Institutional Level Center-State Relations

Issues in Federalism:

- Role of Niti Aayog
- Governor
- Expert/ Constitutional bodies
- CSS
- **Role of Audit and CAG Electoral Reforms**
- **Recommendations**
- **Issues**
- **Executive Vs Legislative**

Judicial reforms:

- Structural o Procedural

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