

PAPER-I (subject code 1053)

Administration Theory

1	<b>Introduction :</b> 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	<b>Administrative Thought :</b> 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	<b>Administrative Behaviour :</b> Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern:
4	<b>Organisations :</b> 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	<b>Accountability and Control :</b> 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	<b>Administrative Law :</b> Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
7	<b>Comparative Public Administration :</b> 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	<b>Development Dynamics :</b> 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.
9	<b>Personnel Administration :</b> 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.
10	<b>Public Policy :</b> 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.
11	<b>Techniques of Administrative Improvement :</b> Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
12	<b>Financial Administration :</b> Monetary and fiscal policies: Public borrowings and public debt Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit.

**PAPER-II (subject code 1053)**

**Indian Administration**

<b>1</b>	<b>Evolution of Indian Administration :</b> Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district Administration, local self Government.
<b>2</b>	<b>Philosophical and Constitutional framework of Government :</b> Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
<b>3</b>	<b>Public Sector Undertakings :</b> Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.
<b>4</b>	<b>Union Government and Administration :</b> 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.
<b>5</b>	<b>Plans and Priorities :</b> 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.
<b>6</b>	<b>State Government and Administration :</b> Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.
<b>7</b>	<b>District Administration since Independence :</b> Changing role of the Collector; Union-State-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.
<b>8</b>	<b>Civil Services :</b> 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.
<b>9</b>	<b>Financial Management :</b> 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.
<b>10</b>	<b>Administrative Reforms since Independence :</b> Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
<b>11</b>	<b>Rural Development :</b> Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
<b>12</b>	<b>Urban Local Government :</b> Municipal governance: main features, structures, finance and problem areas; 74 <sup>th</sup> Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.
<b>13</b>	<b>Law and Order Administration:</b> British legacy; National Police Commission; Investigative agencies; Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.
<b>14</b>	<b>Significant issues in Indian Administration:</b> Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration; Disaster management.