

Public Administration

**POST GRADUATE DEGREE
STANDARD**

ADMINISTRATIVE THEORY

I. INTRODUCTION:-

1. Meaning nature, scope and importance of Public Administration
2. Public Administration Vs Private Administration
3. Evolution of Public Administration as a separate discipline
4. New Public Administration
5. Approaches to the study of Public Administration.

II. ORGANISATION:-

1. Meaning and importance of Organisation
2. Bases of Organisation
3. Principles of Organisation
4. Theories of Organisation
 - a. Classical Theory
 - b. Scientific Management Theory
 - c. Bureaucratic Theory
 - d. Human Relations Theory
 - e. Systems Theory
5. Organisational Change and Development
6. Chief Executive
7. Line, Staff and Auxiliary Agencies

III. MANAGEMENT:-

1. Meaning, nature, scope and importance of Management
2. Planning
3. Decision making
4. Coordination
5. Communication
6. Leadership
7. Management by Objectives
8. Management Information System
9. Participative Management

IV. PERSONNEL ADMINISTRATION:-

1. Meaning, nature scope and importance of Public Personnel Administration
2. Recruitment
3. Training]
4. Salary
5. Morale and Discipline
6. Civil Service Associations
7. Retirement
8. Corruption in Public Services

V. FINANCIAL ADMINISTRATION:-

1. Meaning, nature and importance of Public Financial Administration
2. Budget and its Principles
3. Performance Budget, Zero-base Budget, PPBS
4. Budgetary Process

5. Control over Public Finance
6. Accounting and Auditing

VI. COMPARATIVE ADMINISTRATION:-

1. Meaning, nature and scope of Comparative Public Administration
2. Evolution of Comparative Public Administration
3. Administrative systems
 - a. U.K
 - b. U.S.A
 - c. France
 - d. Switzerland

VII. New Dimensions of Public Administration:-

1. The Concept, scope and significance of Development Administration
2. Political, Economic, Socio-cultural context of Development Administration
3. Riggs' Prismatic model
4. Concept and nature of Social Welfare Administration
5. Social Welfare and Five year Planning in India
6. Social Welfare schemes for different sections of society
7. Public Enterprise and its types
8. Autonomy and accountability of Public Enterprises

VIII. PUBLIC POLICY MAKING:-

1. The concept of Public Policy making
2. The Processes of Policy formulation and its implementation
3. Models of Public Policy making
4. The Role of Legislature, Bureaucracy, Political Parties, Pressure group and Mass media in Policy making.

IX. ADMINISTRATIVE LAW:-

1. Meaning, nature, scope of Administrative Law
2. Growth of Administrative Law
3. Delegated Legislation
4. Judicial Remedies and Judicial Review
5. Administrative Tribunals .

X. ADMINISTRATIVE RESPONSIBILITY:-

1. The concept of Responsibility and Control
2. Executive control over administration
3. Parliamentary control over administration
4. Judicial control over administration
5. Public control over administration.

PAPER - II

Indian Administration

I. INTRODUCTION

1. Evolution of Indian Administration
 - a. Kautilya
 - b. Maurya
 - c. Mughal Period
 - d. British Period

II. CONSTITUTIONAL FRAMEWORK OF ADMINISTRATION

1. Framing of the Indian Constitution
2. Fundamental Rights and Directive Principles of State Policy
3. Parliamentary Democracy

4. Federalism
5. Democratic Socialism

III. UNION GOVERNMENT

1. President
2. Prime Minister and Council of Ministers
3. Cabinet committees
4. Central Secretariat
5. Ministries and Departments
6. Lok Sabha and Rajya Sabha
7. The Supreme Court and the Rule of Law

IV. PUBLIC SERVICES

1. All India Services
2. Central Services
3. State Services
4. U.P.S.C. and Staff Selection Commission
5. State Public Service Commission
6. Training for the Civil Servants

V. STATE GOVERNMENT

1. The Governor
2. Chief Minister and Council of Ministers
3. State Secretariat
4. State Legislature
5. High Court
6. Administration of Law and Order

VI. UNION - STATE RELATIONS

1. Administrative Relations
2. Legislative Relations
3. Judicial Relations
4. Financial Relations
5. Planning Relations

VII. INDIAN FINANCIAL ADMINISTRATION

1. Preparation, Enactment and Execution of the Indian Budget
2. Executive control over Public Expenditure
3. Parliamentary Control over Public Expenditure
4. Audit Control over Public Expenditure
5. Comptroller and Auditor - General of India
6. Finance Commission

VIII. DISTRICT AND LOCAL ADMINISTRATION

1. District Collector and District Administration
2. Urban Administration
3. Panchayat Raj Administration
4. Local Government finances

IX. POLITICAL PROCESS

1. Political Parties
2. Pressure Groups
3. Political Alliances
4. Coalition Governments

5. Electoral Process
6. Role of Media

X. ISSUE AREAS IN INDIAN ADMINISTRATION

1. Relationship between Political and Permanent Executives
2. Generalists Vs. Specialists
3. Integrity in Administration
4. People's Participation in Administration
5. Redressal of Citizen's Grievances
6. Planning Commission of India
7. Election Commission of India
8. State Autonomy
9. Lok Pal and Lok Ayukta
10. Administrative Reforms in India